



**Franklin City Council Agenda
September 23, 2019
Franklin City Hall Council Chambers
207 West 2nd Avenue**

7:00 P.M.

Regular Meeting

CALL TO ORDER. MAYOR FRANK M. RABIL
PLEASE TURN OFF CELL PHONES. MAYOR FRANK M. RABIL
PLEDGE OF ALLEGIANCE
CITIZEN'S TIME
AMENDMENTS TO AGENDA

1. CONSENT AGENDA:

- A. Approval August 26th and September 9th meeting minutes
- B. New City of Franklin Employee Introductions
- C. Franklin City Public Schools Employee Introductions

2. FINANCIAL MATTERS

- A. Budget Amendment 2020-3 and 2020-4

3. OLD/ NEW BUSINESS:

- A. Downtown Franklin Association Performance Metrics
- B. Farmers Market Ordinance Amendment 22-5
- C. EMS Services Contract with Southampton County
- D. Courthouse Update
 - a. City of Franklin RFP Approval
- E. City Manager's Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the Franklin City Council meet in closed session to discuss appointments to boards and commissions; to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its' facilities in the community; discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Virginia Code Section 2.2 – 3711 (A) (1),(3)(5) & (8).

Motion Upon Returning to Open Session- I move that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

6. ADJOURNMENT

UPCOMING ITEMS TO BE SCHEDULED

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

<u>SUBJECT</u>	<u>TENTATIVE TIMELINE</u>
Emergency Management Plan	October 28, 2019
Census Bureau Presentation	October 28, 2019

Council Members in Attendance: Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Councilman Linwood Johnson; Councilman Bobby Cutchins; Councilwoman Wynndolyn Copeland; Councilman Gregory McLermore and Councilman Benny Burgess

Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, recording minutes

Other Staff in Attendance: Steve Patterson, Chief of City of Franklin Police; Robert Porti, Deputy Chief of Police; Donald Goodwin, Director of Community Development; Frank Justice, Sergeant, Franklin City Police; Brenda Rickman, Commissioner of the Revenue; Russ Pace, Director of Public Works; Mark Bly, Director o Dinah Babb, Treasurer of the City of Franklin; Michelle Dandridge, Director of Human Resources; Sammara Bailey, Activities Director of Parks and Recreation Department; Dan Howe, Director of Downtown Franklin Association; Vernie Francis, Interim Chief of Emergency Services and Tracy Spence, Director of Finance

Planning Commission Members in Attendance: Dr. Daniel Peak, Chairman; Lawyer Artis, Vice-Chairman; Bobby Tyler; Harvey Darden; Henri Porter; Oscar Babb and Carolyn Williams

Call to Order

Mayor Frank Rabil called the August 26, 2019 Regular City Council Meeting to order at 7:00 p.m.

Citizen's Time

Citizen One – Ray Smith, Downtown Business Owner; stated the zoning notice was not mailed to the citizens in a timely manner. He is not in favor of approving the Zoning Ordinance items.

Citizen Two – Mike Smith, Downtown Business Owner; is not in favor of approving the Zoning Ordinance items. He asked Council to take a hard look at how passing these ordinance items would affect the revitalization in the Downtown Franklin area. He added there is not a parking issue in the downtown area.

Amendments to the Agenda

Councilman Linwood Johnson made a motion to amend the Agenda by adding the Southampton County Request for Proposal (RFP) concerning the Courthouse Project.

Councilman Benny Burgess seconded the motion.

The motion carried the vote by 7-0.

Mayor Frank Rabil asked where would Council like to put the Southampton County RFP discussion in tonight's Agenda.

After some discussion Council decided to insert the Southampton County RFP as item D and move the City Manager's Report to item E on the Agenda.

Vice-Mayor Barry Cheatham made a motion to amend the Closed Session Agenda to include "Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; in accordance with the Virginia Code Section 2.2-3711 (A), (3).

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Consent Agenda

Approval of Minutes from July 22, 2019 Work Session and the Regular City Council Meeting

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from July 22, 2019 Worksession and the Regular City Council Meeting.

Councilman Benny Burgess stated there were two corrections to the minutes from the July 22, 2019, Regular City Council Meeting.

The first correction is located on page 5, last paragraph, last sentence which read “Mrs. Liz Burgess asked that Council please listen to the Franklin Experience to see what they have planned for this area before making a decision to sell this property.” This sentence needs to be corrected to read “Mrs. Liz Burgess stated the Franklin Experience would like to show you a plan and then you can decide what to do about selling this property.”

The second correction is located on page 7, sixth paragraph, first line which read “Councilman Benny Burgess stated previously nominations have been discussed in Close Sessions.” This sentence should read Councilman Benny Burgess stated he would like to go into Closed Session to discuss this candidate.

Mayor Frank Rabil asked for a motion of approval of the minutes from the July 22, 2019 worksession and the Regular City Council Meeting with corrections.

Councilman Linwood Johnson made a motion of approval of the minutes from the July 22, 2019 worksession and the Regular City Council Meeting with corrections.

The motion was seconded by Vice-Mayor Barry Cheatham.

The motion carried the vote by 7-0.

Approval of State of Emergency Resolution

Vice-Mayor Barry Cheatham read and motioned for approval of the State of Emergency Resolution from the August 20, 2019, storm which caused damages and power outages throughout the City of Franklin.

Councilman Linwood Johnson seconded the motion.

Mayor Frank Rabil asked if there was any discussion.

Councilman Greg McLemore asked for explanation of Number 7 on the State of Emergency Resolution which read “That City Manager Amanda C. Jarratt, the Director of Finance, Tracy Spence, and their designees, are hereby authorized to expend funds from the City’s unappropriated fund balances to cover the reasonable operational costs of emergency services as would be deemed necessary to cover the expected scope of the emergency, subject to subsequent ratification of such expenditures by City Council.

City Manager Jarratt answered when the City has to declare a state of emergency the City has to draft a resolution and sign it in the midst of the emergency with its adoption at the next meeting and then when there expenses incurred, the expenses will be brought to Council.

Councilman Gregory McLemore asked if the City was approving expenses before knowing what they would be during this event.

City Manager replied she had to act during the event and will have to act in subsequent events in order to get expenses approved and processed. She added Council is only approving the State of Emergency Declaration.

Councilman Benny Burgess added Council is not approving expenses, they are only approving the State of Emergency Declaration which allows City Manager Jarratt to spend funds if necessary because Council was not available at the time.

City Manager Jarratt replied this is standard protocol for any State of Emergency Declaration.

Mayor Rabil stated that City Manager Jarratt was keeping Council well informed during this event by giving them updates every thirty minutes during this event.

The motion carried the vote by 7-0.

Special Recognitions

Mayor Frank Rabil stated City Staff did an outstanding job during this event and expressed his appreciation to the following facilities and organizations for their assistance during this terrible storm:

Community Electric of Windsor, Virginia
Danville, Electric Department
Martinsville Electric Department
First Baptist Church
Celebration Church
High Street United Methodist Church
Grace Memorial United Methodist Church
Virginia State Police
Volunteer First Responders
Red Cross
Health Department
Franklin City Public Schools
Franklin City High School
Food Lion
Paul D. Camp Community College Athletic Program
Franklin Baptist Church

Financial Matters

Overview of Year End Statements for FY 2018-2020

Highlights – General Fund for the Period Ending June 30, 2019

City Manager Amanda Jarratt introduced Tracy Spence, Director of Finance to give an overview of the Year End Statements for FY 2018-2019.

Director Spence gave the following revenue highlights for tax collections:

- Overall general property tax collections of \$7.33M are comparable to FY18 collections of \$7.36M.
- The five major sources included in General Property Taxes:
 - Real Estate Taxes (Current & Delinquent)
 - Personal Property Taxes (Current & Delinquent)
 - Penalty and Interest on Taxes
 - Public Service Corporation Taxes
 - Machinery & Tools Taxes
- Current real estate taxes of \$5.2 m are at 91.8% of budget and comparable to prior year period collections.
- Delinquent RE taxes of \$172k are at 80.2% of budget and 35% lower than prior year period collections of \$266k.
- Current personal property taxes of \$1.59m are at 104.3% of budget and is comparable to prior year period collections.
- Delinquent personal property taxes of \$86.5k are at 247.3 of budget and 71.9% higher than prior year period collections of \$50.3k.
- Penalties and interest of \$143.1k are at 110.1% of budget and comparable to prior year period collections.
- Public service corporation taxes of \$79.4k are at 106.2% of budget.

Director Spence gave the following General Property Taxes Budget Comparison:

Current	+\$7,327,235.00
Prior Year	- \$7,357,888.00
Net Change \$	- \$ 30,653.00
Net Change %	.42%

Director Spence informed Council of the following information:

- At the end of the fiscal year, the local tax revenue sources had a budgeted deficit of \$125,128.00.
- At the end of the fiscal year, local sales tax revenue and lodging tax revenue did not meet targeted projections; the total for all local tax revenue sources had a budgeted deficit of \$125,128.00.
- The FY19 Fund Balance appropriated by Council for planned expenditures at June 30, 2019 was - \$559,610.00.
- General Fund revenue total was \$754,134.00.
- General Fund expenditure total was \$647,363.00

Director Spence gave the following Unassigned General Fund Balance Evaluation – Projection for Fiscal Year Ending June 30, 2019:

Unassigned Fund Balance, 7/1/18	\$4,189,190.00
FY19 Financial Results as of 8/20/19	\$ 324,869.00
IOW Revenue Sharing Accrual	\$ 82,610.00
Restricted Fund Balance, FY19 VDOT Carryover	-\$ 123,470.00
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Projected Unassigned Fund Balance, 6/30/2019	\$4,473,199.00
FY 19-20 Revised Budget	\$24,224,349.00
Percentage of General Fund Balance	18.47%
Minimum Balance Needed for 15% Policy Compliance	\$ 3,633,652.00
Amount in Excess of Policy Minimum	\$ 89,547.00

*There is an estimated \$54,563.00 to be received over FY20 budgeted revenue. Once the check is received, a budget amendment for FY20 will be prepared.

Highlights – Enterprise Funds for the Period Ending June 30, 2019

Airport Fund

- Revenue Analysis
 - Fuel sales and airport rental fees are below target with 78.2% of budgeted realized. Total revenues for the fund are at below target with 101.8% of budget realized.
- Expense Analysis
 - Expenses in the fund are below target with 71.4% of budget expended (net of depreciation).
- Cash Balance
 - Cash Balance in the Airport Fund is \$49,361.

Water & Sewer Fund

- Revenue Analysis
 - Revenue from the sale of water and sewer service charges of \$3.3m at the end of the period is below target at 92% of budget.
- Expense Analysis
 - Expenses in the fund are \$3.5m and below target at 80.6% (net of depreciation).
 - Expenses are \$104k lower than prior year in the water division due to well operation maintenance; \$265k higher than prior year in the sewer division due to sewer clean out expenses in current year; and \$66k lower than prior year in the wastewater division treatment plant supply expenses.

Water & Sewer Fund - Operating & Capital Cash Balance is \$1,382,555.00.

Solid Waste Fund

- Revenue Analysis
 - Revenue for the Solid Waste Fund is below target with revenue at \$1.3m or 97.7% of budget (net of use of restricted fund balance) and is comparable to prior year period collections.
- Expense Analysis
 - Expenses in the fund at \$1.1m are below target with 80.1% of budget expended (net of depreciation) and comparable to prior year expenses.

Solid Waste Fund – Operating & Capital Cash Balance is \$347,629.00.

Electric Fund

- Revenue Analysis
 - Revenue from energy sales at \$15.2 mil is below target at 95.3% of budget.
- Expense Analysis
 - Expenses associated with the sale of energy for the fiscal year was \$13.8 mil and is below budget at 85.2% of the total budget (net of depreciation). This is higher than the prior year fiscal year of \$13.5 mil primarily due to the VMEA Transmission Peak Shaving True-Up credit in September 2017 of \$544k.

Electric Fund – Operating & Capital Cash Analysis

Cash in the Electric Fund at \$4,690,508.00 increased by \$48,489.00 from the prior month period.

Policy Evaluation

Cash is above minimum policy guideline of \$1.494 million by \$3.2 million.

Davenport Update

General Fund New Money

In April 2019, Davenport & Company, Financial Advisor to the City of Franklin, Virginia presented a Comprehensive Financial Overview to City Council including:

1. Capital Funding Requirements
2. Budget Implications for FY 2020

As part of its Comprehensive Financial Overview, Davenport reviewed the City’s evolving capital improvement needs and evaluated potential funding alternatives for new money projects including a line of credit, interim financing, permanent financing, and a strategic restructuring of selected general fund debt. At the July 22, 2019, meeting of City Council, Davenport presented a holistic, multi-year plan(s) of finance for the General Fund and Utility Enterprise Fund. Davenport and City Staff completed the first stage in the Plan(s) of Finance, a competitive solicitation for bank funding proposals through a Request for Proposals (RFP) process. At Davenport’s July 22, 2019, presentation contemplated a holistic, multi-year plan (s) of Finance for the General Fund and Utility Enterprise Fund, including but not limited to:

1. General Fund New Money Capital Needs
2. Initial Utility Enterprise Fund Capital Needs

3. General Fund Restructuring

Davenport will maintain compliance with all City Financial Policy Guidelines, follow industry-wide “best practices” for implementation of the plan(s) of finance, Maximize the City’s Credit Rating(s) in order to obtain the lowest, reasonable cost of funds and provide City Council and citizens with a timetable for action.

Davenport, on the City’s behalf, solicited funding proposals for the General Fund New Money Financing via a competitive procurement of local, regional, and national banks. The competitive RFP solicited proposals for interim financing and permanent financing of up to \$5 million, consisting of the following projects:

- | | |
|----------------------|--|
| ➤ \$1.5 million | HVAC Projects |
| ➤ \$0.25 million | Medic 2 Replacement |
| ➤ \$0.32 million | Stadium Lighting |
| ➤ \$0.45 million | E-911 Radio Equipment |
| ➤ \$0.22 million | High End Police Replacement (cameras) |
| ➤ \$1.1 million | Engine Three / Ladder Combination |
| ➤ \$0.25 million | Medic 5 Replacement |
| ➤ \$0.25 million | Emergency Generator City Hall |
| ➤ \$0.16 million | Street Sweeper |
| ➤ \$0.085 million | Bay Heater and Door Replacement |
| ➤ \$0.15 million | Dump Truck |
| ➤ \$0.135 million | Backhoe Replacement |
| ➤ \$0.13 million | Estimated Costs of Issuance / Rounding |
| ➤ \$5 million | General Fund Total |

The City received favorable proposals for General Fund New Money, permanent financing from BB&T (15.5 years) at an interest rate of 2.48% prepayable at any time with a 1% penalty or prepayable without penalty after eight years.

The City received and Sterling National Bank submitted a proposal for an 18.5-year financing at an interest rate of 2.735% prepayable without penalty after six years. Sterling’s proposal is subject to final credit approval.

Davenport added both interest rates are known and locked in for a closing no later than Friday, October 18, 2019.

Utility Enterprise Fund Line of Credit

The RFP also solicited competitive funding proposals for the Utility Fund Line of Credit from local, regional and national banks. The Competitive RFP solicited financing of up to \$5.1 million, consisting of the following projects:

- | | |
|------------------------|--|
| ➤ \$3.0 million | Expansion of Substation |
| ➤ \$2.0 million | Other Needs to be Determined over Next 2-3 Years |
| ➤ \$0.1 million | Estimated Costs of Issuance / Rounding |
| ➤ \$5.1 million | Utility Total |

The city received a favorable proposal from SunTrust Bank. The City would have access to up to \$5.1 million of financing on an as-needed basis for the next 3.5 years. (subject to minimum draws of \$250,000.00 and no more than two draws per month. The City will pay interest only on the amount it draws and SunTrust would not charge any “un-used” fees for drawing less than the full financing amount.

Davenport added the interest rate of 1.96% is “known” and locked in for a closing no later than October 18, 2019. This interest rate is fixed for 3.5 years (final maturity of January 15, 2023). The financing would be prepayable at any time without penalty.

General Fund Strategic Restructuring

Davenport identified a potential opportunity to strategically restructure \$6.3 million of outstanding tax-supported debt. Strategically restructuring could allow the City to free up cash flow over the next ten plus years to mitigate the budgetary impact of future City capital projects.

Davenport identified the following outstanding candidates to be included in the strategic restructuring:

- 2015A Tax-Exempt GO Bond (General Fund and Schools Portion);
- 2015B Taxable GO Bond (General Fund and Schools Portions);
- 2010 GO Bonds (Schools),

Davenport received proposals for a Taxable General Fund Restructuring loan from First Internet Bank with an interest rate of 4.3%. Davenport estimates that the City could obtain taxable financing for the General Fund Restructuring through the public credit markets at an interest rate in the 3.25% range based upon current market interest rates. Davenport recommends that the City begin the process of obtaining credit ratings and prepare offering documents in order to issue bonds in the public markets by late CY 2019. The interest rates will not be locked in and results of the General Fund Restructuring will not be known until the bonds are priced in the public credit markets, which is expected to occur by the end of the Calendar Year. The City will borrow funds on an “as needed” basis. The restructuring will best position the City to absorb new money capital needs without a tax equivalent impact, and position the City to finance the Courthouse(s) in the future.

Next Steps

Davenport gave the following list of the next steps that would need to take place in order to accomplish the refinancing project.

- **Monday, August 26, 2019** City Council Meeting – Davenport present results of competitive RFP process for General Fund New Money capital projects, a line of credit for utility capital projects, and General Fund Restructuring (Direct Bank Loans).
- **Monday, September 9, 2019** City Council Meeting – Davenport presents update regarding General Fund New Money Financing, Utility Line of Credit and General Fund Restructuring. City Council holds Public Hearing and formally approves the winning bidder(s) for the General Fund News Money and Utility Fund Line of Credit. City Council approves Plan of Finance for the Restructuring.
- **Late September / Early October** – Close on Utility Line of Credit through a Direct Bank Loan from SunTrust. Close on General Fund New Money financing through a Direct Bank Loan from either BB&T or Sterling.
- **Month of September** – Davenport works with City Staff and Bond Counsel to prepare credit presentation and bond offering documents in anticipation of meetings with the National Credit Rating Agencies.
- **October** – Visit with National Credit Rating Agencies in anticipation of a General Fund Restructuring, which would be completed in late calendar year 2019 and courthouse financing(s), which would likely be completed in CY2020 and / or Cy 2021.
- **November** – Sell G.O. Bonds through the public credit markets to complete the General Fund Restructuring.
- **By End of CY 2019** – Close on publicly issued General Fund Restructuring bonds.

Mayor Rabil opened the floor for questions.

Councilman Linwood Johnson asked if the 1% prepayable penalty could be waived.

Davenport replied they would check into that and see if there was any way it could be waived.

Councilman Gregory McLemore stated that the City is currently in debt by \$6.3 million, if the City goes forward with the two proposals with the General Fund and the Utility Fund this will put the City an additional \$10.1 million in debt bring the total of debt to \$16.4 million.

Davenport replied that there would be a little bit more outstanding but these figures are worked out in the budget.

Councilman McLemore asked Davenport what was their recommendation to generate revenue to pay off this \$16 million.

Davenport replied the restructuring will assist in this.

City Manager Jarratt asked Council if they would like to schedule a worksession to discuss the refinancing package that Davenport has presented. These items are included in the approved FY250 budget and there will be absolutely zero impact real estate rates.

Councilman Johnson asked is there any way the City can get the same low interest rate to finance for a longer period of time.

Davenport replied they would ask.

Councilman McLemore stated his constituents are usually on a fixed income and cannot afford a tax increase.

City Manager informed Council that there were a couple of changes in the refinancing project such as the interest rates had decreased and debt restructuring is much more favorable as previously discussed in April 2019. She also reminded Council that the Courthouse Project would need their funds soon and the process of the security updates to the City of Franklin's existing Courthouse.

After discussion the consensus of Council was to schedule a future worksession with Davenport.

Old-New Business

Joint Public Hearing with the City of Franklin Planning Commission on Zoning Ordinance Items

Donald Goodwin, Director of Community Development to start the Public Hearing process. He invited the members of the Planning Commission to take their places.

Director Goodwin informed Council that the Planning Commission is currently proposing four text amendments to the zoning ordinance and one zoning map change. The required public hearing notices and property owner notifications have been completed per Code of Virginia Section 15.2-2204. The proposed changes are as follows:

1. Ordinance text amendments to create provisions that regulate food trucks in commercial and industrial zoning districts.
2. Ordinance text amendments to allow food trucks in the commercial and industrial zoning districts.
3. Ordinance text amendments to the off-street parking requirements in order to reduce the number of required spaces the size of the spaces and provisions for use of various parking surfaces to reduce the amount of stormwater runoff.
4. Ordinance text amendment to reduce the lot size and frontage in the R-O zoning district.
5. Ordinance text amendment to allow legal lots of record to be sued as a single family dwelling if the lot does not meet the then current lot size and frontage.
6. Zoning map amendment to rezone the current downtown B-3 zoning district to B-3A. The comprehensive plan future landuse map shows this area as mixed use.

Mayor Frank Rabil opened the public hearing for public comment.

Ordinance Text Amendments to Create Provisions That Regulate Food Trucks in Commercial and Industrial Zoning Districts and Ordinance Text Amendments to Allow Food Trucks in Commercial and Industrial Zoning Districts

Citizen 1 – Ray Smith, resides at 217 Meadow Lane, Franklin, Virginia; Mr. Smith is a Downtown Business Owner as well as a resident of the City. He stated the letter that he received was very misinforming. He is not in favor of any of these proposed ordinance changes.

Citizen 2 – Antwan Lawrence, resides on North High Street, Franklin, Virginia 23851; he owns and operates a mobile barber shop business. He requested to have the same rights to operate his mobile barber shop business as the food truck businesses.

Citizen 3 – Juanita Richards; she stated she is in favor of passing the food truck ordinance.

Citizen 4 – Amanda Crumpler; she also stated the letter that was sent out to the public was misinforming. She added that the proposed changes to off-street parking would handicap if not halt the growth of Franklin. She stated the City does not have a parking issue.

Citizen 5 – John Waltman; resides at 200 Hunterdale Road, Franklin, Virginia 23851; he read the ordinance and he is not in favor of passing these ordinances.

Citizen 6 – Mike Smith; 110 North Main Street, Franklin, Virginia 23851; stated if Council passed the parking ordinance, it would kill all progress in the downtown area. He asked Council to please reconsider passing the parking ordinance.

Citizen 7 – Dan Howe resides at 100 Gillette Court, Franklin, Virginia 23851; stated the primary objective for changing the B3A Ordinance was to give property owners more options for their property. As far as the Food Truck Ordinance is concerned, he has had several property owners request food trucks to offer more options in the downtown area. He added he thinks the parking issue still needs to be addressed.

Citizen 8 – Faye Eley resides at 703 Banks Street, Franklin, Virginia 23851; owns about a 5th of an acre between Franklin Street and Jackson Street. She wanted some information on what she could do with this piece of land as far as the ordinances are concerned.

Mayor Frank Rabil asked City Manager Jarratt to get her contact information for a follow-up call.

Citizen 9 –Nunzio Misseri resides at 4035 Michael Street, Suffolk, Virginia 23434; owns property on Jackson Street and does not understand the ordinance changes.

Mayor Rabil directed Director Goodwin to get in contact with Mr. Misseri and explain the ordinance changes to him.

Mayor Frank Rabil closed the Public Hearing.

Director Goodwin informed City Council and the Planning Commission to avoid a conflict of interest the following statement needed to be read.

City Manager Jarratt explained that she had contacted an attorney at the Virginia Municipal League (VML) and the attorney provided the following statement in order to avoid a conflict of interest and if any Council Member or Planning Commission could not act impartial, they should excuse themselves:

“I would like to disclose that I own property located in the RO and B-3A zoning districts. I do not feel that this presents a conflict of interest ad that I can act impartially.”

The following Planning Commission read the above statement:

Chairman Daniel Peak
Commissioner Bobby Tyler
Commissioner Harvey Darden
Commissioner Oscar Babb

The following City Council Members read the above statement:

Mayor Frank Rabil
Vice-Mayor Barry Cheatham
Councilman Bobby Cutchins

Councilman Benny Burgess

Mayor Rabil reminded City Council and the Planning Commission that this was just for discussion, no decisions would be made yet.

Council Gregory McLemore stated he sees the validity to allowing mobile business trucks in addition to Food Trucks and asked City Council and the Planning Commission to reconsider this request.

Chairman Daniel Peak stated he thought allowing mobile business trucks might open up a can of worms and more research needed to be done before making this decision.

Vice- Mayor Cheatham stated he thought this discussion needed to be tabled due to current restaurants were struggling at the moment.

Director Goodwin stated a survey was done and most opinions were favorable to allow Food trucks.

Mayor Rabil stated he thought that Council needed to do due diligence and meet with current business owners to see what their opinions were on this subject.

Councilman Linwood Johnson was in agreement with Mayor Rabil's statement.

Commissioner Tyler stated he thought Food trucks would enhance the downtown area.

Councilman McLemore asked if the Food Truck Ordinance was strictly for the downtown area.

Commissioner Tyler answered no.

Chairman Dr. Daniel Peak asked the Planning Commission asked for a motion.

Commissioner Henri Porter made a motion to table the ordinance text amendments to create provisions that regulate food trucks in commercial and industrial zoning districts and Ordinance Text Amendments to allow food trucks in commercial and industrial zoning districts.

The motion was seconded by Commissioner Bobby Tyler.

The motion carried the vote by 6-1 vote.

The vote was as follows:

Chairman Dr. Daniel Peak	AYE
Vice-Chairman Lawyer Artis	AYE
Commissioner Bobby Tyler	AYE
Commissioner Harvey Darden	AYE
Commissioner Henry Porter	AYE
Commissioner Oscar Babb	NAY
Commissioner Carolyn Williams	AYE

Ordinance Test Amendment to the Off-Street Parking Requirements in Order to Reduce the Number of Spaces Required, the Size of the Spaces and Provisions for Use of Various Parking Surfaces to Reduce the Amount of Stormwater Runoff

Director Donald Goodwin stated for clarification purposes the Off-Street Parking Ordinance does not apply to the downtown parking area.

Councilman Linwood Johnson requested that this ordinance be tabled as well until further information could be obtained.

Councilman McLemore stated he would like to hear the Planning Commission's thoughts on the Off-Street Parking Ordinance.

Commissioner Bobby Tyler reiterated what Director Donald Goodwin stated the Off-Street Parking Ordinance does not apply to the downtown parking area. He added this ordinance was passed last year in June of 2018, this is to just change the map.

Chairman Dr. Daniel Peak stated the Planning Commission wants to promote and encourage downtown apartments not discourage it.

After discussion, the consensus of Council was to table the rest of the Ordinances until a Joint Worksession could be scheduled to gain a better understanding of these proposed ordinances.

Chairman Dr. Daniel Peak asked for a motion to table the ordinances until a worksession could be scheduled for further discussion.

Commissioner Henri Porter made a motion to table the ordinances until a worksession could be scheduled for further discussion.

The motion was seconded by Commissioner Harvey Darden.

The motion carried the vote by 6-1.

The vote was as follows:

The vote was as follows:

Chairman Dr. Daniel Peak	AYE
Vice-Chairman Lawyer Artis	AYE
Commissioner Bobby Tyler	AYE
Commissioner Harvey Darden	AYE
Commissioner Henry Porter	AYE
Commissioner Oscar Babb	NAY
Commissioner Carolyn Williams	AYE

Appointment of Ward 5 School Board Candidate

City Manager Amanda Jarratt informed Council that interviews were conducted for the Ward 5 School Board seat on August 22, 2019.

Councilwoman Wynndolyn Copeland made a motion to appoint Andrea Y. Shelton to the Ward 5 School Board Seat.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Waiver of Fees for Permits Related to Storm Damage

City Manager Amanda Jarratt informed Council after previous weather related events City Council has provided a waiver of fees for permits related to storm damage. In order to provide this waiver City Council would need to make a motion to waive the permit fees specifically related to this storm event.

Councilman Gregory McLemore made a motion to waive the permit fees specifically related to the storm event.

The motion carried the vote by 7-0.

RFP Courthouse Update

City Manager Amanda Jarratt informed Council that the Southampton County Board of Supervisors was meeting tonight and had a Request for Proposal on their Agenda. This is a surprise because she has notified the County that City Council requested to be a part of the entire process of the Courthouse Project. She asked for comment from City Council.

Councilman Linwood Johnson stated the RFP reads “prepare a preliminary estimate of the total project costs associated with implementation of the **expansion, renovation and repair project.**” Councilman Johnson’s requested the above statement should read renovation and repair only. Expansion could mean many things.

Councilman Gregory McLemore agrees with Councilman Johnson’s statement. He stated he appreciates that the County feels a certain amount of urgency. If the City is going to be responsible for 30% of the amount of this project and no portion of this project should be done without the City Council’s involvement.

Councilman Bobby Cutchins stated that the County has moved forward without the City’s involvement. He received word tonight that the vote was 7-0 to proceed with the RFP at tonight’s meeting, without any feedback from City Council. He requested that Council look into legal representation to advise Council on the Courthouse Project.

Councilman McLemore asked how long would getting legal representation take and how much would it cost.

Mayor Frank Rabil agreed that the City may need to look into legal representation.

Councilman Benny Burgess stated that Council may need to instruct City Manager Jarratt to express to Mike Johnson, Southampton County Administrator how disappointed that Council was not included in the RFP process.

Councilman McLemore asked if City Manager Jarratt could also ask Administrator Johnson since the County moved forward without Council's participation that Council has no problem if the County would let them off the hook for the thirty percent. He added if the City has to pay a portion of the Courthouse, then the City should be a part of the decision making process.

Councilman Burgess stated Council needs to deal with what we know and we know we are expected to pay 30 percent of the Courthouse Project. Council is in this situation and we need work through it.

Mayor Rabil stated for clarification for motion purposes, City Council would like to let Southampton County know that they are disappointed that they were not notified or included in the RFP process and to find out legally what our financial options and terms are concerning the Courthouse Project is concerned.

Vice-Mayor Cheatham stated Council needs to let Southampton County know from now on, we would like to be included in all decisions concerning the Courthouse Project.

Councilman Cutchins asked if he could ask Attorney Dan Crumpler one question. Without confirmation He proceeded to ask is there anything that could save City Council time on any discussion tonight, was there any mention at the Board of Supervisors Meeting tonight about the City being allowed to be a part of the RFP process.

Attorney Crumpler answered without giving legal advice, I was at the meeting tonight and when Administrator Johnson introduced the topic of the RFP for the Courthouse Project several other Board Members stated that they thought there needed to be representation from the City of Franklin and that they should be included. Two Members were agreed that the County should wait and one member was adamant that the City had made it clear that they were going there on way and were happy to pay their portion of the Courthouse Project. He added that the word additions and the increase of the square footage requirements were to be removed from the RFP.

Councilman Benny Burgess made a motion to communicate with Southampton County our desire to be included the Courthouse RFP process and our strong disappointment that Council was not included in the RFP process; also to authorize City Manager Amanda Jarratt to seek legal counsel to find out our legal options as far as our involvement in payment with the Courthouse Project.

The motion was seconded by Councilman Linwood Johnson.

Mayor Frank Rabil asked for discussion.

Councilman Gregory McLemore asked why can't City Council give Southampton County get out of this project since they moved forward without City Council input.

The motion carried the vote by 7-0.

City Manager's Report

General Updates

City Manager Amanda Jarratt updated City Council on the following:

- Franklin City Public Schools, Franklin Parks and Recreation, Franklin Power and Light and Staff are working on the Armory Field Lighting Project.
- The City of Franklin has closed with Repair Tech on the property located in Pretlow Industrial Park.
- The City of Franklin is selling av-gas at the Franklin Regional Airport and are waiting on final testing of the remaining jet fuel. Scheduling interviews for the Airport Manager are in process.
- The Rental Inspection Committee determined that they did not feel it was necessary to move forward with the program at this time. Staff is seeking direction from Council on how to proceed.
- The Franklin Police Department arrested Shakeem Bryant, 29, of Courtland, Virginia for the murder of Jack Sykes, III.
- City staff is continuing to make improvements to the lights throughout the City.
- The City has had twenty applicants for the Director of Social Services position and are proceeding with filling that position.
- There will be no solid waste picked up on the Labor Day Holiday and will run a double route the following Tuesday.

Storm Update

- As a result of the microburst event on Tuesday, August 20, 2019 our maximum power outage was 2,270 citizens.
- The City of Franklin's wastewater treatment plant reached a maximum flow of 4.3 MGD and as of Thursday, 23, 2019 flows were back to 0.7 MGD.
- On Friday, August 23, 2019 residential damage is estimated at \$97,630 and commercial damage at \$97,630.
- There was no storm related injuries or crimes.

Community Events

- Franklin Cruise in and We Be Jammin continue throughout the remainder of the summer.
- Franklin Cruise in Grand Finale, September 7, 2019
- City of Franklin African American Festival, September 21, 2019, at Barrett's Landing
- Franklin Fall Festival, October 5, 2019

Davenport Work Session

City Manager Jarratt and Council decided to schedule the Davenport Work Session on Thursday, September 5, 2019 at 7:00 p.m.

Parks and Recreation Director

Councilman Gregory McLemore asked the status of the Parks & Recreation Director position.

City Manager Jarratt answered she and staff were in the process of conducting second interviews.

Council / Staff Reports on Boards and Commissions

Vice-Mayor Barry Cheatham congratulated Marshall Rabil on being selected to the 40 under 40 in Hampton Roads.

Councilman Linwood Johnson informed Council that he attended the unveiling of Margaret Hayden. He stated it was a very nice event.

Mayor Frank Rabil informed Council that he had the opportunity to meet and welcome the new teachers of the Franklin City Schools and he attended the breakfast at the Franklin High School.

Councilman Gregory McLemore invited Council to dress in suit and tie to come out on the first day of school and greet the students.

Closed Session

Mayor Frank Rabil asked for a motion to go into Closed Session.

Councilwoman Wynndolyn Copeland moved that the Franklin City Council meet in closed session to discuss appointments to boards and commissions; discussion, consideration, or interviews of prospective candidates for employment to discuss a perspective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community and to discuss or consider the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; in accordance with the Virginia Code Section 2.2-3711 (A), (1) & (3) and (5).

The motion was seconded by Vice-Mayor Barry Cheatham.

The motion carried the vote by 7-0.

Adjournment

The August 26, 2019, Regular City Council Meeting adjourned at 10:07 p.m.

Mayor

Clerk to City Council

BUDGET AMENDMENT 2020-3

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2019-2020 City Budget is hereby amended to:

1. *appropriate FY19 VDOT unspent funds for street maintenance expenditures;*
2. *appropriate FY19 Human Resource unspent budget for new employee onboarding, the Wellness Program and recruitment events;*
3. *appropriate FY19 Community Development unspent budget for demolition at 312 W. 21st Avenue, the Permitting & Code Enforcement/Permitting Self Service module from Edmunds, professional services for planning grant & CIG application; and the Gateway Enhancement project;*
4. *appropriate FY19 Fire & Rescue unspent budget for partial funding of a stretcher, additional turnout gear, and Class A uniforms;*
5. *appropriate FY19 Commissioner of Revenue unspent budget for services related to scanning real estate files;*
6. *appropriate FY19 Information Technology unspent budget for Scala improvements & training, server replacement and camera replacements;*
7. *appropriate FY19 Police/E911/Animal Control unspent budget for pistol range improvements, temporary tower costs, and washer/dryer repairs;*
8. *appropriate unspent Foundation Grant funds; and*
9. *appropriate FY19 Water & Sewer unspent budget for permit fees.*

		2019-2020	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
	#1			
100	GENERAL FUND			
	REVENUE			
41050-0150	Use of Unassigned Fund Balance	\$0	\$119,355	<u>\$119,355</u>
				\$119,355
	EXPENDITURES			
93100-9380	Transfer to Capital Projects	\$631,900	\$751,255	<u>\$119,355</u>
				\$119,355
200	GENERAL CAPITAL PROJECT FUND			
	REVENUE			
41050-9480	Transfer from General Fund	\$631,900	\$751,255	<u>\$119,355</u>
				\$119,355
	EXPENDITURES			
94000-8605	Street Maintenance	\$428,000	\$547,355	<u>\$119,355</u>
				\$119,355

	#2			
100	GENERAL FUND			
	REVENUE			
41050-0150	Use of Unassigned Fund Balance	\$119,355	\$123,331	\$3,976
				\$3,976
12220-3160	Professional Services-Other	\$0	\$1,000	\$1,000
12220-5850	Miscellaneous-Employee Events	3,500	4,095	595
12220-6001	Office Supplies	1,100	3,305	2,205
12220-8102	Office Furniture	0	176	176
				\$3,976
	#3			
100	GENERAL FUND			
	REVENUE			
41050-0150	Use of Unassigned Fund Balance	\$123,331	\$176,457	\$53,126
				\$53,126
	EXPENDITURES			
34100-3180	Demolition	\$9,500	\$10,490	\$990
81100-3160	Professional Services	9,500	49,500	40,000
81300-5856	Gateway Enhancement Plan	0	12,136	12,136
				\$53,126
	#4			
100	GENERAL FUND			
	REVENUE			
41050-0150	Use of Unassigned Fund Balance	\$176,457	\$199,470	\$23,013
				\$23,013
	EXPENDITURES			
32100-6011	Uniforms & Wearing Apparel	\$17,500	\$27,500	\$10,000
32100-8101	Fire Hose & Equipment	44,900	55,900	11,000
32100-8115	Rescue Equipment	7,570	9,583	2,013
				\$23,013

	#5			
100	GENERAL FUND			
	REVENUE			
41050-0150	Use of Unassigned Fund Balance	\$199,470	\$202,970	<u>\$3,500</u>
				\$3,500
	EXPENDITURES			
12320-3160	Professional Services	\$9,550	\$13,050	<u>\$3,500</u>
				\$3,500
	#6			
100	GENERAL FUND			
	REVENUE			
41050-0150	Use of Unassigned Fund Balance	\$202,970	\$227,170	<u>\$24,200</u>
				\$24,200
	EXPENDITURES			
12560-8200	PEG Channel & AV Equipment	\$11,000	\$18,300	\$7,300
12560-8207	Networking & Operations Cost	37,800	54,700	<u>16,900</u>
				\$24,200
	#7			
100	GENERAL FUND			
	REVENUE			
41050-0150	Use of Unassigned Fund Balance	\$227,170	\$286,970	<u>\$59,800</u>
				\$59,800
	EXPENDITURES			
31100-5845	Pistol Range	\$5,000	\$8,200	\$3,200
31130-8400	Capital Outlay	0	\$54,500	\$54,500
35100-3317	Repairs-Other	3,000	5,100	<u>2,100</u>
				\$59,800

	#8			
220	FOUNDATION GRANTS FUND			
	REVENUE			
41050-0100	Prior Year Carryover	\$0	\$38,861	<u>\$38,861</u>
				\$38,861
	EXPENDITURES			
31100-5848	Camp Foundation Grant Police	\$0	\$17,932	\$17,932
32100-5848	Camp Foundation Grant Fire	0	2,809	2,809
32100-8117	Fire Prevention-Other Grants	5,000	8,857	3,857
32100-8118	Education Programs-F/S Charities	0	5,000	5,000
32100-8600	Child Safety Seats	0	1,064	1,064
43200-8300	Hayden Study F/R Charities	0	3,199	3,199
91450-4009	Hunterdale Volunteer Fire Dept	5,000	10,000	<u>5,000</u>
				\$38,861
	#9			
501	WATER & SEWER FUND			
	REVENUE			
41050-0050	Transfer from Fund Balance	\$195,000	\$205,270	<u>\$10,270</u>
				\$10,270
	EXPENDITURES			
44120-5895	Permits/State Licenses/Taxes	\$8,900	\$19,170	<u>\$10,270</u>
				\$10,270

*Certified copy of resolution adopted by
Franklin City Council.*

Clerk to the City Council

BUDGET AMENDMENT 2020-4

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2019-2020 City Budget is hereby amended to:

1. recognize revenues from the PSAP grant approved in prior fiscal years and to appropriate such revenue for new uses;
2. recognize revenues from the VRSA grant and to appropriate such revenue for new uses;
3. recognize revenues from the Rescue Squad Assistance Fund (RSAF) grant and to appropriate such revenue for new uses;
4. recognize additional revenues related to Isle of Wight Revenue Sharing agreement and to appropriate such revenue to a reserve;
5. recognize additional revenues related to workmen's compensation refund, sale of real estate and FEMA grant and to appropriate such revenue to pay for additional costs related to children at the Juvenile Detention & Group home, purchase of the Courthouse walk-thru scanner and FEMA related expenses;
6. budget for FY19 revenues for the Regional Fire Training Fund and to appropriate such revenues for use; and
7. reallocate the Electric Fund capital reserve to Generation Maintenance due to needed repairs.

		2019-2020	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
	#1			
100	GENERAL FUND			
	REVENUE			
24040-0014	PSAP Grant	\$0	\$198,877	<u>\$198,877</u>
				\$198,877
	EXPENDITURES			
31130-9007	PSAP Grant	\$0	\$198,877	<u>\$198,877</u>
				\$198,877
	#2			
100	GENERAL FUND			
	REVENUE			
18990-0103	VRSA Grant	\$0	\$3,961	<u>\$3,961</u>
				\$3,961
	EXPENDITURES			
32100-8115	Rescue Equipment	\$7,570	\$9,743	\$2,173
93100-9271	Transfer to Electric Fund	15,676	17,464	<u>1,788</u>
				\$3,961
505	ELECTRIC FUND			
	REVENUE			
41050-0100	Transfer from General Fund	\$0	\$1,788	<u>\$1,788</u>
				\$1,788

	EXPENDITURES			
20010-6013	Educational & Technical Supplies	\$20,000	\$20,500	\$500
20010-6061	Miscellaneous Materials	5,000	6,288	<u>1,288</u>
				\$1,788
	#3			
100	GENERAL FUND			
	REVENUE			
24040-0016	RSAF Grants	\$0	\$101,867	<u>\$101,867</u>
				\$101,867
	EXPENDITURES			
93100-9300	Transfer to General Capital Projects	\$751,255	\$853,122	<u>\$101,867</u>
				\$101,867
200	GENERAL CAPITAL PROJECT FUND			
	REVENUE			
41050-9480	Transfer from General Fund	\$751,255	\$853,122	\$101,867
41040-0002	Proceeds from Leases	934,467	832,600	<u>\$(101,867)</u>
				\$0
	#4			
100	GENERAL FUND			
	REVENUE			
18990-0201	Revenue Sharing IOW	\$720,000	\$954,563	<u>\$234,563</u>
				\$234,563
	EXPENDITURES			
91600-1000	Reserve-General Fund	\$112,290	\$346,853	<u>\$234,563</u>
				\$234,563

	#5			
100	GENERAL FUND			
	REVENUE			
19020-0001	Workmen's Comp Recoveries	\$0	15,098	\$15,098
18990-0007	Sale of Real Estate	0	26,978	26,978
24040-0218	Disaster Florence State Aid	0	17,305	<u>17,305</u>
				\$59,381
	EXPENDITURES			
21910-3163	Juvenile Detention & Group Home	\$53,000	\$92,705	\$39,705
21200-8400	Courthouse Capital Outlay	0	4,000	4,000
93100-9271	Transfer to Electric Fund	0	15,676	<u>15,676</u>
				\$59,381
505	ELECTRIC FUND			
	REVENUE			
41050-0100	Transfer from General Fund	\$1,788	\$17,464	<u>\$15,676</u>
				\$15,676
	EXPENDITURES			
20020-8600	Reserve for Capital Expenses	\$160,000	\$175,676	<u>\$15,676</u>
				\$15,676
	#6			
100	REGIONAL FIRE TRAINING FUND			
	REVENUE			
15020-0001	Rental of Training Center	\$0	\$6,000	<u>\$6,000</u>
				\$6,000
	EXPENDITURES			
32100-3217	Repairs & Maintenance	\$0	\$3,750	\$3,750
32100-5110	Electrical Services	0	2,000	2,000
32100-5304	Property Insurance	0	250	<u>250</u>
				\$6,000

	#7			
	EXPENDITURES			
20010-3322	Generation Maintenance	\$30,000	\$68,000	\$38,000
20020-8600	Reserve for Capital Expenses	\$175,676	\$137,676	<u>\$(38,000)</u>
				\$0

*Certified copy of resolution adopted by
Franklin City Council.*

Clerk to the City Council

Tracy Spence

From: Michelle D. Dandridge
Sent: Monday, August 26, 2019 2:10 PM
To: Mark Bly; Vernie Francis
Cc: Jennifer Maynard; Tracy Spence
Subject: FW: VRSA Grant Approval
Attachments: Grant FAQ's - Members.pdf

Mark and Vernie.

Good afternoon.

I have some great news! The City of Franklin was awarded funding through the VRSA Grant.

If you have not already purchased the items below, please proceed with purchasing the items because we will have to provide proof of purchase. Please make sure that you get with Tracy Spence regarding the line items and information that she will need for the budget .

DESCRIPTION	ESTIMATED COST
Road Signage - Utility Work Ahead	\$103.85
Road Signage - Be Prepared to Stop (2)	\$207.70
Road Signage - One Lane Road Ahead (2)	\$207.70
Road Signage - Flagger Symbol (2)	\$207.70
Traffic Control - Stop/Slow Paddle (2)	\$163.96
Traffic Cones 36" Reflective Collar (20)	\$397.20
Update APPA Safety Manual from 14th edition to 16th (20)	\$500.00
AED (2)	\$2,173.00
TOTAL COST: \$3,961.11	

Proof of purchase needs to be consistent with VRSA guidelines:

Qualifying proof of purchase includes: paid receipts, cancelled check, or an invoice. The following are NOT acceptable forms of proof of purchase: vendor quotes, purchase orders, or letters of scopes of service that do not confirm payment for contracted projects.

If possible, I would like to have submit the proof of purchase no later than **October 4th** to ensure that we have submitted everything in a timely manner. Please let me know if this is feasible.

Thanks in advance!

MD

Michelle D. Dandridge, SHRM-CP, PHR
Franklin Southampton
Human Resource Director

207 West 2nd Avenue
Franklin, VA 23851
T- 757-562-8507
C-757-377-0896



The information in this communication is intended to be confidential to the individual(s) and/or Entity to whom it is addressed. It may contain information of a Privileged and/or Confidential nature, which is subject to Federal and/or State privacy regulations. In the event that you are not the intended recipient or the agent of the intended recipient, do not copy or use the information contained within this communication, or allow it to be read, copied or utilized in any manner, by any other person(s). Should this communication be received in error, please notify the sender immediately either by response e-mail or by phone, and permanently delete the original e-mail, attachment(s), and any copies.

From: Thomas Bullock [mailto:tbullock@vrsa.us]
Sent: Saturday, August 24, 2019 12:05 PM
To: Michelle D. Dandridge <mdandridge@franklinva.com>
Cc: Amanda C. Jarratt <ajarratt@franklinva.com>
Subject: VRSA Grant Approval

Dear Ms. Dandridge,

This e-mail serves as confirmation of approval for your Risk Management Grant application to purchase AEDs and road signage for work zones. Please read the following carefully:

- If you have not already done so, please submit proof of purchase consistent with the options offered in the Risk Management Grant FAQ document, which can be referenced on our website at www.vrsa.us ;
- Proof of purchase must arrive within 90 days of this e-mail (Friday November 22, 2019). If you find that you will have difficulty meeting the 90-day deadline, please contact me as soon as possible. Otherwise, any grant funding on hold will be released back to the general grant fund after the 90 days has passed.

Grant checks are processed approximately 30 days after receipts are received and are mailed to the attention of the grant applicant. Please call me at (804) 237-7365 or e-mail me at tbullock@vrsa.us with any questions. Thank you for allowing us to enhance your risk management program efforts through grant funding.

Sincerely,

Thomas

Office of Emergency Medical Services

Rescue Squad Assistance Fund (RSAF) Grant Awards

July 1, 2019 - June 30, 2020

36-All agencies using an ePCR systems will submit in real-time unless approved in writing by the OEMS. EMS data quality will not be assessed for 30 days after an EMS incident to allow resubmission of incomplete ePCRs.

37-Agencies using ImageTrend, ZOLL, or emsCharts EMS ePCR software products must submit EMS data to VPHIB via Web-services.

Total: \$31,406.70

27. FRANKLIN FIRE & RESCUE (TI-C06/06-19) -

1 2019 McCoy Miller Ambulance - \$101,867.00 (50 / 50) State/Local Match Avg Grade: 2.14

Conditions: 1-Vehicle must be available for service 24 hours a day, 7 days a week.

13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health."

32-Agency must complete all vehicle information in the "manage vehicles" section of the VPHIB system, including all data elements within the vehicle information, station, purchase information, and vehicle status sections. If this vehicle is replacing another vehicle, the vehicle being replaced must be marked as "inactive" in the VPHIB system.

35-All ambulances must be compliant with Virginia Emergency Medical Services Regulations 12VAC5-31-810, Ground ambulance specifications.

36-All agencies using an ePCR systems will submit in real-time unless approved in writing by the OEMS. EMS data quality will not be assessed for 30 days after an EMS incident to allow resubmission of incomplete ePCRs.

37-Agencies using ImageTrend, ZOLL, or emsCharts EMS ePCR software products must submit EMS data to VPHIB via Web-services.

Total: \$101,867.00

28. FREDERICKSBURG RESCUE SQUAD (RA-C02/06-19) -

4 LIFEPAK 15 - \$68,008.20 (50 / 50) State/Local Match Avg Grade: 2.04

Conditions: 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health."

36-All agencies using an ePCR systems will submit in real-time unless approved in writing by the OEMS. EMS data quality will not be assessed for 30 days after an EMS incident to allow resubmission of incomplete ePCRs.

37-Agencies using ImageTrend, ZOLL, or emsCharts EMS ePCR software products must submit EMS data to VPHIB via Web-services.

Total: \$68,008.20

29. FRIES VOLUNTEER FIRE DEPARTMENT & RESCUE SQUAD (MT-C01/06-19) -

2 Lucas 3 - \$24,000.00 (80 / 20) State/Local Match Avg Grade: 2.00

Conditions: 13-Acknowledgment must be provided on any printed material, equipment or vehicle as follows: "Funding was made possible by a grant from the Virginia Office of Emergency Medical Services, Virginia Department of Health."

36-All agencies using an ePCR systems will submit in real-time unless approved in writing by the OEMS. EMS data quality will not be assessed for 30 days after an EMS incident to allow resubmission of incomplete ePCRs.



Downtown Franklin Association
120 S. Main Street
Franklin, Virginia 23851

Telephone: 757-562-6900
Fax: 757-562-5666
E-mail: downtownfranklin@beldar.com

September 12, 2019

Exhibit “A”

2019-2020 Performance Agreement
DOWNTOWN FRANKLIN ASSOCIATION Performance Criteria FY 2019-2020
(July 1, 2019 – June 30, 2020)

The purpose of this Performance Agreement is to provide funding to the Downtown Franklin Association in the amount of \$_____ appropriated and determined by City Council during its Fiscal Year 2019-20 budgetary process. This is an addition to revenue generated from the additional real property tax on property in the downtown service district and utilized as set forth in the Letter of Agreement between the City of Franklin and the Downtown Franklin Association dated April 1, 2019. This Performance Agreement clearly identifies specific performance expectations for the Downtown Franklin Association determined through the collaborated efforts of the Franklin City Council and the Downtown Franklin Association Board of Directors.

Objectives Recommended by City Council

1. **Universal Community Branding** – New branding is to be created for the DFA **through community input groups potentially facilitated by a professional consultant**. The new DFA Brand should be created allowing other Community groups, **if they desire**, to incorporate the new brand into their specific organization’s brand within standard (trademark/patented) approved branding guidelines.
2. The DFA will collaborate with organizations for events and activities taking place in the Downtown District. DFA will work together with these organizations to communicate and promote events and activities for the benefit the citizens of Franklin and our surrounding community. To insure a successful event see attached recommended Downtown Franklin checklist.





Downtown Franklin Association
 120 S. Main Street
 Franklin, Virginia 23851

Telephone: 757-562-6900
 Fax: 757-562-5666
 E-mail: downtownfranklin@beldar.com

September 12, 2019

3. Continue to achieve National Main Street accreditation

Attachments: NMS Metric Rating Form
 Downtown Franklin Event Checklist

In WITNESS WHEREOF, the parties have executed this agreement on the dates set forth below and it shall be effective on _____.

CITY OF FRANKLIN, VIRGINIA

BY: _____

Mayor

Date

BY: _____

City Manager

Date

DOWNTOWN FRANKLIN ASSOCIATION, INC.

BY: _____

President

Date





Downtown Franklin Association
120 S. Main Street
Franklin, Virginia 23851

Telephone: 757-562-6900
Fax: 757-562-5666
E-mail: downtownfranklin@beldar.com

August 27, 2019

Downtown Franklin Association Public Safety at Outdoor Events Policy & Procedures

1. There will be a minimum of two assigned volunteers and/or board members that will continually monitor the weather no matter what the conditions (clear or possibly inclement).
2. There will be periodic communications with the band, all DFA Volunteers, our food vendor in concessions building, and make periodic or as necessary announcements to the patrons (i.e. We are monitoring the weather and if conditions change, we will either temporarily close or permanently close the event for the night). If inclement weather becomes more of a potential risk, frequency of announcements will be increased.
3. In the event that we have to temporarily or permanently close the event, announcements will be made to the public to please seek safe shelter either in their vehicle or in a safe structure outside of the park. Suspension and resumption of activities will require a minimum of 30 minutes from the last observed lightening or thunder before resuming activities. This reduces the number of people still in the park. Volunteers, Contracted Security personnel, and Volunteers that will be remaining to breakdown after the condition change to safe, and the Band will be instructed to assemble in the concessions/bathrooms building until weather conditions improve and we resume the event or we close and proceed to breakdown the event. If it is just raining and no threat of lightening or seriously high winds, Volunteers may remain under their tents and the Band may remain under the gazebo until the rain clears or we proceed to breaking down if event is permanently closed. There will be a list of Volunteers, vendor personnel, security personnel and the Band members to assure accountability if headcount is deemed necessary.
4. DFA volunteers that handle any money at our events will be escorted by our contracted security personnel to the concessions/bathroom building with our money boxes/bags for safe keeping until conditions improve or we close out for the event.

Dan Howe
Dan Howe, Director
Downtown Franklin Association, Inc.

Victor Story
Victor Story, Interim President
Downtown Franklin Association, Inc.



LEAP FORWARD FRANKLIN



Downtown Franklin Event Checklist

Date Submitted:			
Name of Event:			
Date of Event:			
Location of Event:			
Hosting Organization:			
Submitted By:			
DFA Review & Approval:			
Action Item	Contact	Phone #	Status
Communications to Downtown Businesses			
Flyer/Poster sent to DFA			
Radio & Newspaper Advertising			
Rain Venue			
Security			
Public Safety Policy & Procedure In Place & Reviewed by All Staff & Volunteers			
Health Dept. Requirements/Inspections/Permits			
Insurance Certifications			
Street Closings - City of Franklin Permit			
Barrett's Landing Permit (Parks & Recreation)			
Tent Rental			
Tent Permit - Franklin Community Development Dept.			
* Call Miss Utilities #811- to mark sprinklers & power			
Fireworks Permit - Franklin Community Development Dept. & Fire & Rescue Dept.			
Fireworks Shoot Site - Franklin Community Development Dept.			
ABC License			
Stage Permit - Public Works Application			
Port-a-Johns			
Trash Removal & Clean Up After Event			
Signs (put out & picked up)			
Layout/Electrical if needed			
Street Marked			
Children's Entertainment (Inflatables/Bouncies)			
Golf Carts			
Program/Brochure			
Band Contracts			



2018 National Accreditation Standards of Performance

SELF-EVALUATION

Community:

Score:

1. Broad-based Community Support

Indicators	Value	Score	VMS USE ONLY	Comments
a. Board and Committees represent a broad range of community stakeholders. (Select all that apply) If 5 are selected = 1 point; if 7 or more are selected = 2 points	7	2		
<input type="checkbox"/> Merchants Association <input type="checkbox"/> Tourism/Visitors Bureau <input type="checkbox"/> District property owner <input type="checkbox"/> District resident <input checked="" type="checkbox"/> Design Professional/Contractor <input checked="" type="checkbox"/> Real Estate Professional <input checked="" type="checkbox"/> School/Student <input checked="" type="checkbox"/> District Religious Institutions <input checked="" type="checkbox"/> Developer <input type="checkbox"/> Economic Development Authority <input type="checkbox"/> Preservation Organization/Historical Society <input type="checkbox"/> District business owner <input type="checkbox"/> Community resident <input type="checkbox"/> Major Employer <input checked="" type="checkbox"/> Financial Institution <input checked="" type="checkbox"/> Other community institutions/organizations <input type="checkbox"/> Regional Planning Commission				
b. Has an active recruitment and volunteer recognition program	Yes	1		
c. Public support comprises at least 25% of financial resources. This includes individual donations, sponsorships, and anything that is not a grant, municipal support, or earned income.	Yes	1		
d. Municipal support comprises less than 50% of financial resources	Yes	2		
e. Organization is active in community and stakeholder engagement and holds at least one (1) public meeting annually	Yes	1		
f. Organization has partnered with at least one (1) organization on a project or event in the past year; not the municipality	Yes	1		

g. Maintains an active public relations campaign to promote the local Main Street program (Select all that apply) If 5 are selected = 1 point; if 7 or more are selected = 2 points

- Newsletter (online or print)
- Up-to-date website
- Facebook postings
- Twitter postings
- Instagram postings
- Press releases
- Annual report
- Print Materials
- Regular interactions with media
- Contact list that is regularly maintained
- Newspaper column or insert
- Radio
- Television
- Other

	8	2		
		10		

2. Vision and Mission Statement

Indicators	Value	Score	VMS USE ONLY	Comments
a. Organization has formally adopted a clear mission statement that demonstrates the program's focus on the revitalization of the historic commercial district	Yes	2		
b. Organization has formally adopted a clear vision statement that demonstrates the program's focus on the revitalization of the historic commercial district	Yes	2		
c. Uses the mission and vision statements to drive activities and work of the program	Yes	2		
d. Organization's Mission Statement is no more than five (5) years old	Yes	1		
e. Organization's Vision Statement is no more than five (5) years old	Yes	1		
f. Board members are familiar with the mission and vision statements and review them annually	Yes	1		
g. Can demonstrate active promotion of the mission and vision statements to the community	Yes	1		
		10		

3. Comprehensive Work Plan

Indicators	Value	Score	VMS USE ONLY	Comments
a. Organization has a synopsis of the previous year's work plan that demonstrates momentum	Yes	2		
b. Organization has adopted a work plan for the coming year identifying strategies with priorities and activities that relate to those identified strategies	Yes	2		

c. Committee and/or project work plans includes multiple projects, measurable goals, multiple volunteers, specific tasks, completion dates, and budget/costs.	Yes	2		
d. Work plans address all four points: Organization, Economic Vitality, Promotion and Design	Yes	2		
e. Regular updates on committee/project work are given to the board	Yes	2		
		10		

4. Historic Preservation Ethic

Indicators	Value	Score	VMS USE ONLY	Comments
a. Local Main Street District is listed in the National Register of Historic Places	Yes	1		
b. Program promotes historic perservation/design projects in the district (Select all that apply) <input type="checkbox"/> Facade/sign grant or loan program <input type="checkbox"/> Submitted projects for VMS Merit award <input checked="" type="checkbox"/> "Facade of the Month" recognition program <input checked="" type="checkbox"/> Utilize Frazier design services <input checked="" type="checkbox"/> Facebook/Instagram posting	Yes	2		
c. Locality has a design ordinance or design guidelines in place	Yes	1		
d. Locality has an active Architectural Review Board or the Organization has a design committee that provides design guideline assistance	Yes	1		
e. Local program has participated in historic preservation based educational activity in the past two (2) years (Select all that apply) <input checked="" type="checkbox"/> Participated in VMS or partner webinars <input type="checkbox"/> Promote Preservation Month (May 2018) <input type="checkbox"/> Hosted/Coordinated educational activity for building owners around preservation topics <input checked="" type="checkbox"/> Partnered with local Historic Society for an event related to historic preservation <input checked="" type="checkbox"/> Other (describe in comments)	Yes	1		
f. No historically significant buildings in the Main Street district were demolished in the past year. If a historically significant building was lost, the local Main Street program advocated to stop its demolition, or provided education on preservation based alternatives to demolition	Yes	1		
g. A building rehabilitation project was completed in the Main Street district in the past year	Yes	1		
h. Organization actively promotes VMS design assistance	Yes	2		
		10		

5. Active Board & Committees

Indicators	Vaue	Score	VMS USE ONLY	Comments
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a. Board holds a minimum of six (6) board meetings per year with a quorum	Yes	2		
b. Board members actively participate in planning, implementation, and/or attendance of activities and events of the local Main Street program	Yes	1		
c. Board has a board commitment letter or job description signed by each board member	Yes	2		
d. Board has bylaws that require term limits and rotation of members on the board and in officer positions and follows them	Yes	1		
e. Board has active committees and each committee has completed at least two (2) projects in the past year	Yes	2		
f. Board and Committee Members meet with municipal staff and elected officials annually	Yes	1		
g. Board and Committee Members build Main Street district relationships through regular business visits	Yes	1		
		10		

6. Adequate Operating Budget

Indicators	Value	Score	VMS USE ONLY	Comments
a. Organization has an adequate operation budget, per VMS guidelines: i. \$80,000 annually (under 5,000 population) ii. \$120,000 annually (between 5,001 - 50,000 population) iii. \$200,000 annually (greater 50,001 population)	Yes	2		
b. Not more than 50% of the local Main Street program operating budget is derived from a single source	Yes	2		
c. Board has adopted financial policies and procedures and follows them	Yes	1		
d. Board has an active treasurer who makes regular financial reports to the board	Yes	1		
e. Board members understand the programs's current financial status, source of funds and budget	Yes	1		
f. Events, promotions and programs are evaluated regularly for effective and efficient use of resources	Yes	1		
g. Board has achieved 100% individual board member financial give/or get in the past year	Yes	1		
h. Board actively participates in fundraising	Yes	1		
		10		

7. Paid Professional Program Manager or Executive Director

Indicators	Value	Score	VMS USE ONLY	Comments
a. Organization has had a paid Program Manager for at least eight (8) of the past 12 months	Yes	2		
b. Program Manager received a formal written evaluation in the past year	Yes	1		
c. Program Manager has a written job description that correlates with the roles and responsibilities of a Main Street Director, and is reviewed annually by the Board	Yes	2		
d. Program Manager makes regular reports to the Board	Yes	1		

e. Program Manager answers to, and has, only one boss - typically the board president	Yes	1		
f. Program Manager attended, and actively participated in, at least five (5) or more of the following trainings in the past year (Select all that apply): <input type="checkbox"/> Director's Retreat <input type="checkbox"/> Downtown Intersections <input type="checkbox"/> Spring Regional Rev Up <input type="checkbox"/> Fall Regional Rev Up <input type="checkbox"/> Virginia Main Street Webinars <input type="checkbox"/> DHCD Community Development Roadshow <input type="checkbox"/> Main Street NOW conference (National Main Street) <input type="checkbox"/> Governor's Housing Conference <input type="checkbox"/> Preservation Virginia Conference	Yes	1		
g. Staff meets with municipal staff at least four (4) times per year	Yes	1		
h. Staff meets property owners and business owners in the district on a regular basis	Yes	1		
		10		

8. Ongoing Training

Indicators	Value	Score	VMS USE ONLY	Comments
a. Staff actively promotes the Virginia Main Street and National Main Street Center trainings	Yes	2		
b. Organization's annual budget includes sending program manager, staff and at least one board member to Virginia Main Street's Downtown Intersections training	Yes	3		
c. Board has an orientation process for new volunteers and board members	Yes	2		
d. Organization has a local educational/training program with a Main Street focus	Yes	1		
e. Board members attended, and actively participated in, at least four (4) of the following (Select all that apply): <input type="checkbox"/> Downtown Intersections <input checked="" type="checkbox"/> Spring Regional Rev Up <input checked="" type="checkbox"/> Fall Regional Rev Up <input checked="" type="checkbox"/> Virginia Main Street Webinars <input checked="" type="checkbox"/> DHCD Community Development Roadshow <input type="checkbox"/> Main Street NOW conference (National Main Street) <input checked="" type="checkbox"/> Governor's Housing Conference <input checked="" type="checkbox"/> Preservation Virginia Conference	Yes	2		
		10		

9. Report of Key Statistics

Indicators	Value	Score	VMS USE ONLY	Comments
a. Organization submitted quarterly reports on time (within 15 days) of end of the quarter	Yes	2		
b. Organization creates/distributes an annual report promoting work plan accomplishments and reinvestment statistics	Yes	2		
<input checked="" type="checkbox"/> Press Release				
<input checked="" type="checkbox"/> Report to City/Town Council				
<input checked="" type="checkbox"/> Annual Meeting				
<input checked="" type="checkbox"/> Social Media				
c. Program Manager reviews the quarterly reports with the Board	Yes	2		
d. Program staff or board member reports quarterly statistics to downtown stakeholders and local governing body	Yes	1		
e. Program Manager or board members initiate contact with Virginia Main Street staff outside of trainings or grant requests/management	Yes	2		
f. Organization is in compliance with VMS Letter of Agreement with local government	Yes	1		
		10		

10. Main Street Network Membership

Indicators	Value	Score	VMS USE ONLY	Comments
a. Organization is a current member on NMSC	Yes	8		
b. Has a login for "The Point" and actively utilizes the list serve	Yes	1		
c. Utilizes the Main Street America branding on website	Yes	1		
		10		

Total Score

Indicators	Total	Score		
		100		

I, _____, Executive Director, have reflected on the local Main Street programs's operation in 2018, discussed the items included in this evaluation, agreed upon the responses, and have reviewed the completed 2018 Data and Survey Bonanza checklist with the full Main Street board, and confirm that the information provided here is accurate to the best of our knowledge.

I, _____, Board President, have reflected on the local Main Street programs's operation in 2018, discussed the items included in this evaluation, agreed upon the responses, and have reviewed the completed 2018 Data and Survey Bonanza checklist with the full Main Street board, and confirm that the information provided here is accurate to the best of our knowledge.

DATE COMPLETED _____



*Office of the City Manager
Amanda C. Jarratt*

September 18, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Franklin Farmers Market Ordinance Change

Background

The Franklin Farmers Market has evolved over the last several years and become an attraction for Downtown Franklin. Currently, the ordinance provides the oversight for the operation to the Downtown Franklin Association. Karen Cobb has served as a volunteer manager for the last several years and the market has expanded under her guidance. The majority of the Farmer's Markets near the City of Franklin are Municipal Markets. The City of Franklin owns the property and the improvements at the market and currently provides staff assistance as requested to set up the market for special events.

Should Franklin City Council choose to amend the ordinance to place the oversight of the market back with the City of Franklin an amended ordinance is attached for your review.

Needed Action

Amend the ordinance as provided or defer for a future meeting. Please note however, that the longer the decision is delayed the planning for the 2020 season will be negatively impacted.

ORDINANCE NO. 2019-07
§ 22-5
FARMERS' MARKET.

[Ord. of 5-28-1997(5); amended by Ord. of 10-27-1997(3); Ord. of 5-13-2002; Ord. No. 2003-11, 7-28-2003; 3-9-2009; 5-11-2009]

- (a) There is hereby established in the City a farmers' market located only a 210 South Main Street adjacent to the Train Depot / Visitors Center for the sale of produce, eggs, honey, cider, cut flowers, potted and bare-root plants, homemade crafts, firewood and such other items as may be approved by the Downtown Franklin Association through its Farmers' Market Advisory Board.
- (b) The City of Franklin shall be authorized to oversee the management of the farmers' market. The City of Franklin will manage the farmers' market under the supervision of a market manager (if available) that reports to a committee to be named the Farmers' Market Advisory Board, consisting of a minimum seven members. Three members shall be appointed by the City Manager, one of whom shall be a police officer, one of whom shall be an employee of the Commissioner of Revenue's office, and one of whom shall be a Public Works employee. The other four (or more) members of the committee shall be appointed by the Franklin City Council. These members shall be a market manager (if available), local producers, vendors, and / or citizens at large, and can include a market manager or have the market manager report to the Farmers' Market Advisory Board and attend Board meetings at the discretion of the Board.
- (c) The Farmers' Market Advisory Board will develop and publish rules and regulations for the operation of the farmers' market. Any participant in the farmers' market who violates a rule or regulation published by the Farmers' Market Advisory Board may be penalized in the manner set forth in the rules and regulations created by the Advisory Board, including being banned from participation in the farmers' market for a period not to exceed thirty days.
- (d) The following persons related to the farmer who obtains a business license may participate in the farmers' market who obtains a business license may participate in the farmers' market on behalf of the licensed farmer without obtaining an additional business license: his or her spouse, children, grandchildren, siblings or parents, or the licensee's employee who is working as an agent on his / her behalf.
- (e) Issues or complaints about the published rules and regulations for the operation of the farmers' market shall be made to the market manager (if available), then the Farmers' Market Advisory Board, then the Downtown Franklin Association Board. If no resolution is reached, then the issues or complaints may be considered by City Council.

Ordinance adopted _____, 2019

Frank M. Rabil, Mayor

Amanda C. Jarratt, Clerk of Council



*Office of the City Manager
Amanda C. Jarratt*

September 18, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Southampton County EMS Contract

Background

Medical Transport, LLC (MTL) provided Southampton County with the required 120-day notice that they intend to cease providing Southampton County with contracted emergency medical services at 11:59 p.m., December 31, 2019. MTL has been the Southampton County service provider for the past 18 years. MTL made it abundantly clear to Southampton County that their reason for cancelling the contract was not related to any action, or inaction, by Southampton County or any of their Volunteer Rescue Squads. Their core business is, and always has been, nonemergency medical transports in the Hampton Roads region.

Southampton County and the City of Franklin have been working closely with the EMS Advisory Committee and the Fire & Rescue Association to identify alternatives to minimize adverse impacts on emergency medical service resulting from the cancellation of this agreement. As previously discussed, the City of Franklin can provide these services to Southampton County on a contract basis as outlined in the attached contract.

We are under an incredibly tight timeline to advertise and begin to fill these positions in order to provide adequate service. The Southampton County Board of Supervisors is also scheduled to approve this agreement on September 23, 2019 so that we are able to meet all of the time commitments to provide emergency services.

Needed Action

Authorize the City Manager to execute the attached contract.

**AMENDED AND RESTATED AGREEMENT FOR
EMERGENCY MEDICAL SERVICES**

THIS AGREEMENT, made and entered into this ____ day of _____, 2019 by and between SOUTHAMPTON COUNTY, a political subdivision of the Commonwealth of Virginia (the "County"), party of the first part; the CITY OF FRANKLIN, a municipal corporation of the Commonwealth of Virginia (the "City"), party of the second part; and BOYKINS VOLUNTEER FIRE DEPARTMENT AND RESCUE SQUAD, INC., CAPRON VOLUNTEER FIRE DEPARTMENT AND FIRST AID SQUAD, INC., THE COURTLAND VOLUNTEER RESCUE SQUAD, INCORPORATED, AND IVOR VOLUNTEER RESCUE SQUAD, INC., (collectively, the "VRS"), parties of the third part.

BACKGROUND AND REITERATIONS

1. Medical Transport, LLC has provided the County and the VRS with a notice of termination of the 2018 Amended and Restated Operations and Management Agreement for Emergency Medical Service, and intends to cease provision of such emergency medical services at 11:59 p.m. on December 31, 2019;

2. The County and the VRS have determined that contracting with a licensed emergency medical services agency is necessary to assure the provision of adequate and continuing emergency medical services and to preserve, protect and promote the public health, safety and general welfare of county residents;

3. § 32.1-111.4:5 (C), *Code of Virginia*, 1950, as amended, provides that the governing body of any county adjoining or near any city having and maintaining emergency medical services equipment may contract with such city, upon such terms as such governing body may deem proper, for responding to medical emergencies in such county;

4. § 32.1-111.4:5 (A), *Code of Virginia*, 1950, as amended, provides that the governing body of any city may, in its discretion, authorize the emergency medical services agency thereof to render aid in cases of actual or potential medical emergencies occurring beyond its limits, and may enter into contracts with nearby, adjacent, or adjoining counties for rendering aid in the provision of emergency medical services in such counties, on such terms as may be agreed upon by such governing body;

5. The County and the VRS are desirous of contracting with the City for emergency medical services for the benefit and general welfare of county residents, and the City is willing to provide such services as hereinafter set forth.

AGREEMENT

NOW, THEREFORE, for and in consideration of the premises and of the mutual benefits to be derived by each of the parties hereto, which said parties now agree to be a valuable and sufficient consideration, said parties agree and covenant upon the terms and conditions as follows:

1. CONTRACT COMMENCEMENT; HOURS OF OPERATION.

Beginning at 12:00 a.m. on January 1, 2020, City agrees to provide emergency medical and ambulance transport services for all emergency medical 9-1-1 calls originating from within County each and every day, 24 hours per day.

2. APPROVAL BY VOLUNTEER RESCUE SQUAD.

This agreement, once approved by each respective Volunteer Rescue Squad and executed by its President, shall be considered approval for the City to utilize facilities, equipment, and supplies owned and/or controlled by VRS. The City assumes no liability with regard to the condition of any VRS facilities or equipment, nor will the City be required to incur any costs for repairs or upgrades to VRS facilities or equipment. These costs shall be solely the responsibility of the VRS and Southampton County.

3. LEVEL OF EMERGENCY AMBULANCE SERVICE; QUALIFICATIONS.

The City agrees to staff each VRS at the Advanced Life Support (ALS) level by furnishing two (2) dual-certified Fire and EMS personnel at each VRS each and every day, 24 hours per day. Such personnel shall consist, at a minimum, of one (1) Firefighter/Medic (Advanced Life Support level) and one Firefighter/EMT (Basic Life Support level). All providers shall have current Emergency Vehicle Operation Course (EVOC) certificates, valid Virginia Driver's licenses, and be released to practice in the Tidewater Emergency Medical Services (TEMS) region. Firefighter I and II certifications shall be completed by such personnel per the employee's Pre-Employment Agreement with the City.

In recognition by the City and County of the compressed timeframe for commencement of services under this agreement, the parties agree that time is of the essence for this agreement, but in the event that each VRS location is not able to be fully staffed on the commencement date of January 1, 2020, the parties agree to cooperate in the determination of prioritizing available staff during any period when less than full-staffing is available. In this event, Remuneration shall be adjusted on a month-by-month basis until full staffing is achieved in order to reflect actual staffing levels, as mutually agreed by the parties.

All persons employed by the City under this agreement shall be competent and holders of appropriate licenses and certificates. A copy of each employee's Fire and EMS certifications, licenses and driving record shall be furnished to the County or the VRS upon request.

The City shall meet the reasonable expectations of patients, families, public safety personnel, health care professionals, government officials and media representatives in addition to complying with the operational and clinical performance requirements of this agreement. The City shall provide professional and courteous conduct and appearance at all times.

Either the Operational Medical Director (OMD) or respective Chief of the VRS at which employees are stationed may request removal of any person employed by the City who misconducts himself/herself, or is incompetent, or is negligent in the performance of his/her duties. The OMD or respective Chief shall make such request, in writing, to the Franklin Fire and Rescue Chief, with copies to both the City Manager and County Administrator. The Franklin Fire and Rescue Chief shall consult with the Franklin-Southampton County Human Resources Director, the President of the Southampton County Fire and Rescue Association, the City Manager and the County Administrator before acting upon such request.

4. RESPONSE TIME STANDARD.

The City shall endeavor to place a transport-capable ALS ambulance at the scene of each emergency call, within 14 minutes and 59 seconds of being dispatched, on not less than ninety percent (90%) of all such emergency calls. "Arrival at the scene" shall be the moment that a fully equipped transport-capable ambulance arrives at the location of the request for service and the crew notifies the County's dispatcher that it is fully stopped and the ambulance crew is exiting the vehicle to approach the patient.

The City may, on occasion, implement a form of System Status Management to better meet the mandated response time standard. This may involve temporary relocation of VRS equipment to a central posting site when one or more squads have been dispatched and are expected to be detained for substantial periods of time. Temporary relocation of equipment is expected to be minimal and incorporated only when deemed necessary by City to meet the response time standard.

Response time compliance shall be calculated and reported to the County in accordance with the terms and provisions of the *Southampton County EMS Response Plan*, which is hereby incorporated by reference into this agreement, though not necessarily expressly stated.

Chronic failure to comply with the response time standard may, in the sole discretion of the County, constitute default of the contract.

5. CLINICAL PERFORMANCE.

With respect to clinical performance, the City shall fully satisfy the reasonable requirements of its Operational Medical Director (OMD). The OMD shall determine medical protocols, monitor the clinical aspects of City's performance, formulate recommendations for improving performance, and enforce medically-related standards required by this agreement, state law or regulation.

City shall welcome and encourage additional medical oversight from the OMD of each respective VRS, but ultimate clinical oversight of City's employees shall be provided by City's OMD. City agrees to cooperate with and participate in all medical audits as may be required by its OMD or the OMD of any VRS.

6. TRAINING.

The City shall conduct or cause to be conducted an in-service training program, available for all service providers, including any VRS volunteers that may wish to take advantage of such training. The in-service training program, at a minimum, shall meet all requirements for maintenance of the appropriate state licensing and certification requirements for service providers. This training will be provided at no cost to system participants.

7. REPORTING REQUIREMENTS.

EPCR Forms – The City shall complete an approved electronic patient care report (EPCR) form for each completed transport, turn-around, or no-transport call. The EPCR form is required for all patients for whom care is rendered at the scene, or with whom contact is made regardless of whether the patient is transported. Forms shall be filed in accordance with the VRS policies and procedures and shall subsequently be made available to the County's ambulance billing contractor.

Employees' Certification – The City shall provide, upon request, a copy of each employee's certification and continuing education records to the County Administrator.

Blood Borne Pathogens – The City shall provide to the Chief(s) of the Volunteer Rescue Squad upon request a copy of the service providers current Blood Borne Pathogen certificate while remaining in compliance with all HIPAA and other privacy regulations and requirements.

Daily Operations Report – The City shall send a daily shift report to the Chief(s) of the Volunteer Rescue Squads.

8. POINT OF CONTACT.

The City agrees that its City Manager shall serve as the point-of-contact to resolve any administrative issues that may arise from performance under this contract. The County agrees that its County Administrator shall serve as its point-of-contact.

9. RELATIONSHIP OF PARTIES.

The City is providing the services hereunder as an independent contractor and is neither agent, employee, partner nor joint venturer of Southampton County or any of its volunteer rescue squads.

The Joint Oversight Committee consist of the EMS Advisory Committee, President of the Southampton County Fire & Rescue Association, and Franklin Fire & Rescue Chief's. The Oversight committee shall establish standardized operating procedures for the service providers. See Attachment A: Organizational Chart.

Employees of the City shall be responsible to the EMS agency at which they are respectively stationed. EMS providers shall answer to and be directed by the ranking officer of that agency and shall follow all departmental standard operating procedures, rules, and regulations. At the direction of the Chief of each respective VRS, City personnel may be called upon to assist with station duty and preventive maintenance on the facility and equipment.

It is expected that the City's employees will serve side-by-side with existing volunteers. In order to avoid any confusion, the highest trained provider on scene shall be considered the "AIC" and will have control over patient care. Overall scene command will follow the chain of command for each respective volunteer rescue squad (i.e. Chief, Captain, Lieutenant, Sergeant, AIC, etc.) In special circumstances, the chain of command may vary depending on the nature of the incident which may include fire departments, law enforcement, or other county officials.

10. UNIFORMS/TURNOUT GEAR.

Turnout Gear shall be provided by the City for each full time service provider. A standardized uniform shall be established by the Joint Oversight Committee, with the understanding that the cost could impact the contract price.

11. REVENUE RECOVERY.

All parties agree to cooperate with the County and its ambulance billing contractor as related to matters associated with ambulance billing services as prescribed by Section 7-80 of the Southampton County Code, as well as any other ambulance billing policies and procedures that may established by the County. The City agrees to assign one ALS provider per shift to conduct QM on all EMS transports for accuracy and completeness.

12. REMUNERATION.

In exchange for the personnel services provided by the City, the County agrees to provide remuneration to the City in the sum of Two Million, Ninety Thousand, Four Hundred and Twenty-Three Dollars (\$2,090,423.00), payable in equal monthly installments, in arrears, on the last working day of each month for which services are provided under this agreement. The remuneration as set out herein above shall be considered fair and equitable compensation for all services provided under this Amended and Restated Agreement, including those services furnished under the Agreement for Emergency Medical Services between the City and the County dated August 23, 2004.

Upon request by the County Administrator, the City may provide additional service personnel in the event of a natural disaster or severe weather event. The County will incur 100% of the additional cost associated with such additional personnel.

In addition to the amount stated above, the County shall reimburse the City for any and all costs and expenses incurred in the performance of this agreement, with such reimbursement to be itemized and invoiced to the County on an annual, or more frequent basis, as such costs are incurred.

13. INDEMNITY.

Services rendered pursuant to this Agreement shall be deemed conclusively to be for a public and governmental purpose and all of the immunities from liability enjoyed by the County when acting through its own emergency medical technicians for a public and governmental purpose shall be enjoyed by the City to the same extent.

The City binds itself to indemnify, defend, save and hold Southampton County and its respective agents, its Board of Supervisors, and employees harmless from and against any act, judgment, claim, demand, suit, proceeding, expense, order, action, loss, damage, cost, charge, interest, fine, penalty, liability, attorney and expert fee, and related obligation (collectively, "claims") arising from or related to acts and omissions of the City in its performance or non-performance under the agreement, whether direct or indirect including but not limited to liabilities, obligations, responsibilities, remedial actions, losses, damages, punitive damages, consequential damages to third parties, treble damages, costs and expenses, fines, penalties, sanctions, interest levied and other charges levied by other federal, state, and local government agencies on Southampton County by reasons of the direct or indirect actions of the City.

These obligations are not intended to cover claims against Southampton County arising solely from the gross negligence or intentional misconduct of Southampton County, its respective agents, its Board of Supervisors and its employees.

Likewise, Southampton County binds itself to indemnify, defend, save and hold the City and its respective employees, agents, and assigns harmless from and against any act, judgment, claim, demand, suit, proceeding, expense, order, action, loss, damage, cost, charge, interest, fine, penalty, liability, attorney and expert fee, and related obligation (collectively, "claims") arising from or related to acts and omissions of the County in its performance or non-performance under the agreement, whether direct or indirect including but not limited to liabilities, obligations, responsibilities, remedial actions, losses, damages, punitive damages, consequential damages to third parties, treble damages, costs and expenses, fines, penalties, sanctions, interest levied and other charges levied by other federal, state, and local government agencies on the City by reasons of the direct or indirect actions of the County.

These obligations are not intended to cover claims against the City of Franklin arising solely from the gross negligence or intentional misconduct of the City of Franklin, its respective agents, its City Council and its employees.

14. INSURANCE INDEMNITY PROVISIONS.

The City shall procure and maintain the minimum insurance coverage and limits as provided for in this Agreement. In the event said coverage requirements results in increased costs to the City, such increase shall be reimbursed by the County. This insurance shall be evidenced by delivery to Southampton County a certificate of insurance executed by a financially stable insurance carrier licensed or permitted to write insurance by the Virginia Bureau of Insurance. The following coverage shall be provided:

- A. **Commercial general liability insurance** with limits of not less than \$2,000,000 per occurrence, and \$4,000,000 annual aggregate.
- B. **Professional medical liability insurance** including errors and omissions with minimum limits of \$2,000,000 per occurrence and \$4,000,000 annual aggregate.
- C. **Worker's compensation** coverage/statutory limits.
- D. **Umbrella coverage** in the amount of at least \$3,000,000 shall be provided as additional coverage to all underlying liability policies, including professional liability.
- E. **Endorsements Required** - Sixty days prior to the expiration, cancellation, non-renewal or any material change in coverage or limits on any policy, a notice thereof shall be sent to the Southampton County Administrator at his address of record by the insurer. Companies issuing the insurance shall have no claims against Southampton County for payment of premiums or assessment of deductibles, which are the sole responsibility and risk of the Contractor. All such policies shall name Southampton County and its employees and Board of Supervisors, the Southampton County Sheriff's Office and its employees, Boykins Volunteer Fire Department and Rescue Squad, Inc., and its officers and directors, Capron Volunteer Fire Department and First Aid Squad, Inc. and its officers and directors, The Courtland Volunteer Rescue Squad, Incorporated, and its officers and directors, and Ivor Volunteer Rescue Squad, Inc. and its officers and directors and their respective Operational Medical Directors as additionally named insureds.

15. PRIOR AGREEMENT INCORPORATED; EXCEPTION.

The parties agree that all terms, provisions and requirements contained in that certain Agreement for Emergency Medical Services between the City and the County dated August 23, 2004 shall survive, with the sole exception of Article 9, "Remuneration," and are hereby incorporated by reference into this agreement, though not necessarily expressly stated.

16. TERM AND RENEWAL PROVISIONS.

The term of this contract shall be for a period of twelve months commencing at 12:00:01 a.m., January 1, 2020 and extending to 11:59:59 p.m., December 31, 2020. It shall automatically renew for successive terms of one (1) year, subject to the right of the City or the County to

cancel the agreement with 180 days advance written notice. Terms and provisions of renewal agreements may be annually negotiated by March 15th each year for the following fiscal year. It shall be the City's responsibility to inform the County, in writing, no later than March 15 of each year of its intention to renew and the annual cost of renewal. Failure by the City to provide such notice shall be deemed conclusive evidence that it wishes to renew the Agreement for a subsequent year with no change in the terms and provisions.

17. TERMINATION.

This Agreement may be terminated without cause by the City or the County, with 180 days advance written notice to the other party.

18. ASSIGNMENT OF RIGHTS.

No assignment of this Agreement, or any right accruing under this Agreement, shall be made, in whole or in part, by any party without the express written consent of the others, and, in the event of any assignment to which all consent, any assignee shall assume the liabilities and obligations of the assignor.

19. AMENDMENTS.

No additions, supplements, annexes to, or amendment, alteration or modification of all or part of this Agreement shall be of any force or effect, unless in writing, executed by all parties and attached hereto. No amendment of any provision of this Agreement shall imply the modification of any other provision.

20. SEVERABILITY.

If any provisions of this Agreement shall be declared illegal, void or unenforceable, the other provisions shall not be affected, but shall remain in full force and effect.

WITNESS the following signatures and seals affixed hereto as of the day and year written herein above:

(SEAL)

COUNTY OF SOUTHAMPTON

Michael W. Johnson, Clerk

By: _____
Chairman, Board of Supervisors

(SEAL)

CITY OF FRANKLIN

Amanda C. Jarratt, Clerk

By: _____
Mayor

(SEAL)

**BOYKINS VOLUNTEER FIRE
DEPARTMENT AND RESCUE SQUAD, INC.**

Witness

By: _____
President

(SEAL)

**CAPRON VOLUNTEER FIRE
DEPARTMENT AND FIRST AID SQUAD,
INC.**

Witness

By: _____
President

(SEAL)

**THE COURTLAND VOLUNTEER RESCUE
SQUAD, INCORPORATED**

Witness

By: _____
President

(SEAL)

IVOR VOLUNTEER RESCUE SQUAD, INC.

Witness

By: _____
President

ATTACHMENT A Organizational Chart





*Office of the City Manager
Amanda C. Jarratt*

September 18, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Courthouse Update

Background

Southampton County Courthouse

If there are any comments on the Southampton County RFP those will need to be discussed this evening so that they can be forwarded to Mr. Johnson in the morning. I shared the dates that Franklin City Council is available to meet with the Board of Supervisors and look forward to hearing from Mr. Johnson after their meeting on September 23, 2019. As a reminder Franklin City Council is scheduled to meet on October 15th to develop our comments prior to the joint meeting.

City of Franklin Courthouse

Staff has drafted an RFP to be issued for the City of Franklin Courthouse in to analyze it from a security perspective to ensure we are in compliance with the Supreme Court Guidelines.

Needed Action

- Review the drafted RFP for the City of Franklin Courthouse and provide approval to issue it.



REQUEST FOR PROPOSALS

CITY OF FRANKLIN, VIRGINIA

Architectural/Engineering Services for Courthouse Facilities

RFP #2020-2

Issued: September 25, 2019

The City of Franklin ("City") will be accepting sealed proposals from qualified architectural firms ("Offerors") to provide professional services to assist the City with the assessment and renovation of the Franklin City General and Juvenile and Domestic Relations District Combined Courthouse.

Proposals are to be received no later than 2:00pm local time October 24, 2019 at the Franklin City Hall Building, 207 West 2nd Avenue, Franklin, VA 23851 Attention: Amanda Jarratt, City Manager.

Copies of the RFP Documents may be obtained from the City of Franklin's Web site: www.franklinva.com and the Eva VBO website; www.eva.virginia.gov. or viewed at the County Administrator's office located at 207 W. Second Avenue. Inquiries concerning this RFP shall be addressed to Amanda C. Jarratt, City Manager, (757) 567-8561 or e-mail to: ajarratt@franklinva.com.

The City intends to select one firm to provide these services using the competitive negotiation procedure for professional services as defined in Section 2.2-4301 of the Virginia Public Procurement Act.



REQUEST FOR PROPOSALS

RFP #2020-2

Architectural/Engineering Services for Courthouse Facilities

1) Background

The City of Franklin's Courthouse is located at 1020 Pretlow Street, Franklin, Virginia and consists of a General District Court and a Juvenile and Domestic Relations Court, along with Juvenile Services and Court Security Services.

General District Court: The 5th Judicial District has three General District Court Judges, appointed by the Virginia General Assembly for six-year terms to serve the three divisions of the Court: criminal, civil and traffic. This court hears all misdemeanors (cases punishable by fines up to \$2,500 or up to one year in jail), including traffic violations and civil cases involving \$1000 or less. Civil cases involving \$1,000-10,000 may be heard originally in either the District Court or the Circuit Court in Courtland.

Juvenile and Domestic Relations Court: This court has two judges, appointed by the General Assembly for six-year terms. This court handles juvenile cases involving delinquency, abuse, neglect, custody/visitation, traffic offenses by a juvenile, criminal warrants for offenses committed against a family member and by or against a juvenile and non-support petitions.

Juvenile Services: The Court Services Unit provides services to children and families including intakes, detentions, investigative, counseling and related services relative to custody, abuse, neglect, non-support, domestic relations, delinquency and family related problems. Intake counselors are available 24 hours a day.

Court Security Services: This unit of the Sheriff's Office provides bailiff and court security to all courts, serves jury summons and supervises jury members for all criminal and civil cases in the Circuit Court.

The City of Franklin is a member of the Western Tidewater Regional Jail Authority in

Suffolk which serves as the sole detention facility for the City. The existing Courthouse facility was constructed after Hurricane Floyd caused significant flooding within the City in September, 1999. The facility is single story masonry structure with metal roofing and adjacent parking areas.

The goal of this RFP is to assure the final renovations render the Courthouse to adequately meet the standards established by the Supreme Court of Virginia in the 2015 edition of the Virginia Courthouse Facility Guidelines.

2) Scope of Services

The existing Courthouse facility is in need of security upgrades for the protection of the judges, staff and public, along with an assessment of the overall physical condition of the facility and an analysis of future needs that may require modifications or renovations to the facility. The City seeks the following professional architectural and engineering services:

a) Facility Assessment, Planning and Programming Services:

- i) Meet with City staff, Judges, Sheriff Department and affected personnel to document the Courthouse's existing security elements, procedures, public access, future operational space requirements, and identify the necessary components of the Courthouse project. Prepare preliminary space diagrams and conduct work sessions with affected parties to renovate its existing Courthouse ("the project") that meets all guidelines established by the Supreme Court of Virginia, to include a needs assessment and master plan and determination of alternative solutions.
- ii) Perform an evaluation of the existing mechanical, electrical, security, and data/communication systems to identify deficiencies and upgrade improvements necessary for efficient continued operations and future growth. Provide a general overview/examination of the building's exterior elements/condition, roof and interior finish conditions and provide recommendations for repair and expansion. Assist the Program Manager with preliminary cost estimates to include an estimate of all costs for design, temporary relocations, phasing requirements, construction administration and inspection.
- iii) Assist the Program Manager in preparing a Phasing Plan-Schedule documenting the existing court operations and facility functions and detailing an orderly and efficient sequence to accomplish the construction scope with minimal impact on the overall operations. Analysis ingress and egress safety requirements for each phase of construction, gain approval from building officials and incorporate

into contract documents. The timetable should describe any phased implementation of the project, taking into account the disruptions inherent in the construction process, any temporary relocations during construction, and a plan for handling such disruptions.

- iv) Obtain final written approval of the recommended architectural program from the Franklin City General and Juvenile, Domestic Relations District Courts and City Manager's office.

b) Architectural & Engineering Design:

- i) Prepare design and construction documents for the project that are in conformance with the approved architectural program and generally accepted architectural and engineering practices and comply with applicable codes and regulations including but not limited to the Virginia Uniform Statewide Building Code, the Americans with Disabilities Act, City of Franklin, and the Virginia Courthouse Facilities Guidelines;
- ii) Assist the City in the preparation of project cost estimates to create a comprehensive budget;
- iii) Conduct work planning-design sessions (3-planning sessions anticipated) with all affected Judges, staff, City Building Officials and Sheriff personnel, obtain written approval of in-progress planning and designs prior to moving forward. Prepare site plans and schematic drawings, where applicable
- iv) Prepare complete contract documents, including AIA general conditions, supplementary conditions, technical specifications, construction plans and other documents as may be required by the City and in compliance with the Virginia Public Procurement Act. Coordinate with Program Manager for Instructions to Bidders, Summary of Work, Bid Form and Agreement;
- v) Furnish sets of construction drawings, large elevation drawings and contract documents in such quantity as may be required by the City for submission to regulatory agencies and other reviewing authorities and for the City's general use;
- vi) Submit plans, specifications and contract documents to all regulatory agencies having jurisdiction for code compliance reviews and secure final approval. Obtain written approval of the bidding documents from the City of Franklin General and Juvenile and Domestic Relations Court. Conduct a public presentation to the Franklin City Council of the final plans.

c) Bidding Phase Services:

- i) Assist the City in developing and publishing criteria for prequalification of prospective contractors for construction in

accordance with Virginia Code § 2.2-4317.

- ii) Coordinate compiling and issuing pre-bid and post bid addendums with the City. Attend pre-bid conference and assisting in responding to inquiries regarding the drawings and specifications. Establish a “Drop-Box” or similar electronic program on architect’s web site where prospective bidders can obtain plans and post contact information. Use web site to post addendums.
- iii) Attend Bid opening. Assist the City with any post-bid value engineering needed to achieve budget compliance (1-session required).
- iv) Assist the City and selected general contractor in obtaining any federal, state or local permits or approvals that are applicable or necessary for the project.

d) Construction Administration Services:

- i) Provide construction administration services to include the following:
 - 1. Review/approve submittals, shop drawings and other product data or samples to verify conformance with the contract documents.
 - 2. Provide periodic (2 times per month) site visits by principals, project architect, and other staff members as appropriate, to observe the work in progress and to make appropriate reports to the City.
 - 3. Review proposed change orders submitted by the general contractor and make recommendations as to whether such change orders should be accepted; assist the Program Manager in preparation of change orders to the contract as deemed necessary by the City.
 - 4. Assist the City with reviewing monthly payment estimates submitted by the general contractor and attend monthly construction meetings to review progress and assist in coordinating ongoing work.
 - 5. Assist City with Identifying construction inspection/verification phasing stages that require approval to insure code compliant access, ingress/egress and life safety requirements during construction with the least disruption to the on-going operations of the facility
 - 6. Prepare and provide an Inspection Guide and Checklist for use by the AE and/or the City’s assigned Project Inspector(s) to provide for documentation of the acceptance of all required inspections conducted/completed throughout construction of the project.
 - 7. In coordination with the City, conduct a Substantial Completion Inspection of the work and issue a punch-list deficiency report to all parties. Perform

2-follow-up inspections. Upon full and satisfactory completion of all construction, issue a Certificate of Substantial Completion and a written determination/opinion of all outstanding change orders and claims.

8. Upon completion of the work, compile for and deliver to the City a complete set of record documents, including warranties on equipment, permits, as-built drawings and inspection reports

This is a general listing of the scope of services and deliverables and should not be construed as being the full and complete list of all services and deliverables that may be required under this RFP. A more comprehensive list of services and deliverables may be developed through discussion and negotiation between the Offeror and City.

4) Site Visits

Site visits may be scheduled at the request of Offeror and may be arranged by contacting the Program Manager, Brian Camden at (757) 567-8865.

5) Term of Contract

The duration of any resulting contract will be dependent on negotiations with the selected Offeror

6) Proposals

- a) In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) printed and signed original, eight (8) copies and one (1) electronic copy (PDF) of each proposal must be submitted to the City Manager, at the location stated below, on or before 2:00 P.M, local prevailing time on October 24, 2019.
- b) Proposals should conform to the following requirements:
 - i) Proposals must be signed by an authorized representative of the Offeror.
 - ii) All requested information must be submitted. Proposals which are substantially incomplete or lack key information will be rejected by the City.
- c) Proposals must include:
 - i) Resumes of individuals to be assigned to the project (see subparagraph f below);
 - ii) Recent history of the firm, including recent projects of similar nature (see subparagraph d below);

- iii) Names and references from similar projects (see subparagraph e below);
 - iv) A statement of the capacity of the firm to perform the work based upon current and planned work load and schedules; and
 - v) Proposed project schedule for carrying out/providing the services/deliverables.
- d) Offeror must furnish evidence of its qualifications, expertise and experience in the provision of similar services/deliverables. Proposals should highlight similar work performed by the Offeror, including but not limited to other courthouse projects conducted by the Offeror. Offeror is encouraged to elaborate on its qualifications to carry out the scope of services considered herein and its experience providing services and deliverables similar to those requested in this RFP including specific reference(s) by the Offeror of its capabilities with respect to quality assurance and quality control of construction projects it has designed and assisted in the completion of.
- e) Offeror must provide the name, address, contact person and phone number of at least three clients for whom Offeror has provided similar services or deliverables. Offeror should include a brief description of each similar project. The City reserves the right to contact any client listed.
- f) The proposal must identify the Offeror's proposed project team including the project manager.
- g) The proposal must identify the Offeror's proposed approach/strategy to completing the project and timeline for providing the services and deliverables.
- h) The proposal must state any professional licenses maintained by Offeror and/or individuals identified as being a part of Offeror's project team that are relevant to the project.
- i) Proposals should be prepared simply and economically, providing a straightforward, concise description of Offeror's proposal and capabilities to satisfy the requirements of the RFP.
- j) Ownership of all data, materials and documentation originated and prepared for the City pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public

disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of 2.2-4342.F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

- k) No information regarding the proposal records or the contents of responses will be released except in accordance with Virginia Code § 2.2-4342. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
- l) Offerors shall NOT provide any estimated project costs in their proposals. During discussions with Offerors, as permitted during competitive negotiation under Virginia Code § 2.2-4302.2, City may discuss nonbinding estimates of total project costs with Offerors. A final price shall be determined during negotiations.
- m) IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be sent or delivered to the City in an envelope or package that is sealed and clearly marked on the lower left-hand corner of the envelope or package with:

From: _____ Due Date: October 24, 2019
(Name of Offeror) _____ Due Time: 2:00 p.m.

Address: _____ RFP #2020-2

7) Evaluation of Proposals

The proposals will be evaluated by the City Council (the "Council"). They will rank the proposals based on the factors listed below and each firm's initial proposal.

<u>FACTORS:</u>		<u>POINT VALUE</u>
1.	Specialized experience, expertise and qualifications of the firm with planning and designing courthouses.	50%
2.	Experience with phasing construction within an occupied courthouse.	20%
3.	Familiarity with the Virginia Courthouse Facility Guidelines	10%
4.	Record of the firm in completing similar projects on time and within budget, without change orders or additional fees	10%
5.	Completeness and responsiveness of proposal	10%
TOTAL		100%

The Council intend to conduct interviews and/or discussions with at least the two top-ranked firms; however, the Council reserve the right to interview more or less than two firms after initial proposals are reviewed. At the conclusion of discussions, on the basis of evaluation factors published in this Request for Proposal and all information developed in the selection process to this point, the Council shall select in the order of preference two or more Offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the Council can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the Council, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

8) Rejection of Proposals/Waiver

The City reserves the right to cancel this Request for Proposal or reject any or all proposals received. The City also reserves the right to waive informalities in proposals.

9) Form of Contract

Unless modified during negotiations with the Offeror, the City

intends to utilize AIA Document B201-2017, Standard Form of Agreement between Owner and Architect; Design and Construction Administration Services.

10) Proposal Acceptance Period

Any proposal in response to this RFP shall be valid for ninety (90) days. At the end of the ninety days, the offer may be withdrawn at the written request of the Offeror. If the offer is not promptly withdrawn (within 5 business days) at that time, it remains in effect until an award is made or the solicitation is canceled.

11) Questions/Comments Concerning this RFP

Pursuant to Virginia Code §2.2-4316, questions or comments concerning this RFP shall be submitted in writing via email to ajarratt@franklinva.com or by regular mail to Amanda Jarratt, 207 West 2nd Avenue, Franklin, VA 23651 no later than 4:00 pm EST on October 18, 2019.

12) Deadline/Address

All proposals must be sealed, delivered and received by 2:00 p.m., local prevailing time on October 24, 2019. Proposals shall be mailed or hand delivered to:

13) Contract Award

The award of any contract will be made in accordance with the statutes for competitive negotiation for professional contracts contained in Virginia Code § 2.2-4302.2. It is the City's intent to enter into a contract with the successful Offeror on or before December 17, 2019. If the City determines in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the City will post such notice on the eVa's webpage at <https://eva.virginia.gov/index.html>.

14) Ethics in Public Contracting

By submitting a proposal, Offeror certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier or subcontractor in connection with their proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance,

deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Furthermore, the provisions, requirements, and prohibitions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Code, pertaining to bidders, offerors, contracts and subcontractors, are applicable to this RFP, as are the provisions, requirements, and prohibitions contained in Sections 2.2-3100 through 2.2-3131 of the Code of Virginia.

15)Qualifications of Offeror

The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform/provide the Services/deliverables and the Offeror shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The City further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the City that such Offeror is properly qualified to carry out the obligations of the contract and to provide the Services and/or furnish the goods contemplated therein.

16)Debarment Status

By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia, City of Franklin, Virginia, or any other locality from submitting bids or proposals on contracts for the type of services/deliverables covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

In compliance with this Request for Proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon in writing by subsequent negotiation.

Company Name and Address:

_____ Date:

_____ Name:

_____ Title:

_____ Telephone:

_____ Email:

_____ Signature:



*Office of the City Manager
Amanda C. Jarratt*

September 18, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- April 1, 2020 is the date for the 2020 Census. It is imperative that all citizens participate due to the federal funds tied to the population count. Our local Census representative is Shayla Brown and she will be here to provide an overview of the process at the October 28, 2019 meeting. Council should appoint a Complete Count Committee to create community awareness about the upcoming Census. Ms. Brown will discuss that in her presentation as well.
- As previously mentioned the Verizon Tower project is estimated to be completed in November of 2019.

Community Events

- Franklin Fall Festival October 5, 2019
- Downtown Trick or Treat October 31, 2019 5:00 p.m. – 7:00 p.m.